



**INTEGRATED FUNDS DISTRIBUTION,
CONTROL POINT ACTIVITY,
ACCOUNTING AND PROCUREMENT
(IFCAP)**

**BUDGET ANALYST
USER'S GUIDE**

Version 5.1
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PREFACE

This is the IFCAP V. 5.1 Budget Analyst User's Guide. IFCAP stands for Integrated Funds Distribution, Control Point Activity, Accounting and Procurement. IFCAP is a subsystem of the Veterans Health Information Systems and Technology Architecture (VISTA). There are several types of IFCAP users. The Budget Analyst User's Guide explains how to use IFCAP and the **Funds Distribution Program Menu** to perform two primary Budget Analyst goals: creating/funding Control Points and managing budgets. The Funds Distribution Program Menu is broken down into these areas of functionality.

- TRANSACTION MENU – To allocate funds and process related transactions
- BUDGET UTILITIES – To create or edit budgetary tables
- PRINT MENU – To monitor the funding activities
- FMS Document Inquiry/Error Process – To process FMS/IFCAP errors

This guide divides these goals into small, manageable tasks. Each chapter represents a summary, or overall goal. Each major chapter section represents an essential task required to achieve that goal. These sections have subsections that explain how to perform the steps required to accomplish each task. The Budget Analyst User's Guide was written in this format so that the information hierarchy would represent the structure of IFCAP formal training and on-the-job training.

IFCAP V. 5.1 BUDGET ANALYST USER'S GUIDE

TABLE OF CONTENTS

<u>CHAPTER 1 INTRODUCTION</u>	1
1.1 The Role of the Budget Analyst	1
1.2 How to Use This Manual	1
1.3 Reference Numbering System	1
1.4 The Financial Management System (FMS)	2
1.5 Automatic Fund Rollover	2
1.6 Allowance Level Fund Transfers	2
1.7 Sub-Cost Center Change	2
1.8 EDI –Electronic Data Interchange	2
1.9 Monthly Credit Card Accruals	2
1.10 Carry Forward process	2
1.11 Data Structures	3
1.11.1 Budget Files	3
1.11.2 Required Fields File	3
1.11.3 Dictionary Management Menu	3
<u>CHAPTER 2 HOW TO CREATE, EDIT AND FUND A CONTROL POINT</u>	5
2.1 Introduction	5
2.2 How to Add/Edit a Control Point	7
2.2.1 Menu Navigation	7
2.2.2 Station Level Setup	8
2.2.3 Control Point Level Setup	10
2.3 How to Create a Budget For a Control Point	14
2.3.1 Menu Navigation	14
2.3.2 Transaction (Ceiling) Setup	15
2.3.3 Recurring/Non-Recurring Funding Setup	16
2.4 How to Release Funds to a Control Point for Spending	16
2.4.1 Introduction	16
2.4.2 Menu Navigation	16
2.4.3 Select Transaction	17
2.4.4 Remove Transaction	18
2.4.5 Interpreting the Report	18
2.5 Report the Release of Funds to FMS	18
2.5.1 Introduction	18
2.5.2 Menu Navigation	18
2.5.3 Select Transaction Date	19
2.5.4 Compile/Print Report	19
2.6 How to Edit Funding Transactions	20
2.6.1 Introduction	20
2.6.2 Menu Navigation	20

2.6.3 Select Transaction	21
2.6.4 Edit Transaction	21
2.6.5 Edit Additional Parameters	22
CHAPTER 3 CONTROL POINT MANAGEMENT	25
3.1 Introduction	25
3.2 Create a Reserve Fund Control Point	25
3.3 How to Monitor FMS Status of Funds Reports for Deficits	25
3.4 How to Transfer Funds Among Control Points	26
3.4.1 Introduction	26
3.4.2 Menu Navigation	26
3.4.3 Transfer Funds Setup	26
3.4.4 Edit Transfer Funds	27
3.5 How to Freeze the Spending of a Control Point	28
3.5.1 Introduction	28
3.5.2 How to Return a Purchase to the Control Point	28
3.6 Request Additional Funds From VISN CFO	28
3.6.1 Procedure	28
3.6.2 Enter the TDA Funds Into Your Budget	28
3.6.3 Record the Distribution of the TDA Funds	28
CHAPTER 4 SUPPLEMENTARY BUDGET ANALYST MENU	
OPTIONS	31
4.1 Introduction	31
4.2 Options in the Transaction Menu	31
4.2.1 Delete Unreleased Transaction	31
4.3 Options in the Multiple Transaction Menu	32
4.3.1 Create/Post Multiple Transaction	32
4.3.2 Post/Edit Temporary Transaction	35
4.4 Quarterly Rollover Fund Control Point Balance	37
4.4.1 Introduction	37
4.4.2 Menu Navigation	37
4.4.3 Select Single or Multiple Year Appropriation	38
4.5 Accrual (Monthly)	39
4.5.1 Configuring the Accrual (Monthly) Option to Run Automatically	39
4.5.2 Menu Navigation	39
4.5.3 Compile/Print Monthly Accrual Prompts	40
4.5.4 Edit Monthly Accrual Amount Prompts	41
4.5.5 Generate/Rebuild FMS SV-Document Prompts	42
4.6 Carry Forward Quarterly	43
4.6.1 Menu Navigation	43
4.6.2 Station Selection	44
4.6.3 Outstanding Requests	44
4.6.4 Balances for ALL Control Points	44
4.6.5 Balances for a Single Control Point	46
4.6.6 Mail Bulletins	46

Table of Contents

4.6.7 End of Year Carry Forward	46
4.7 Options in the Print Menu	47
4.7.1 Selected Control Points	47
4.7.2 Range of Transactions	49
4.7.3 Transfer of Disbursing Authority	50
4.7.4 Detailed Appropriation Summary	51
4.7.5 Appropriation Summary Totals	53
4.7.6 FTEE Summary by Appropriation	54
4.8 Supplementary Options in the Budget Distribution Reports Menu	54
4.8.1 Budget Distribution Reports	54
4.8.2 Control Point List	56
4.8.3 FCP BOC List	58
4.8.4 Control Point PO List	59
4.8.5 826 (IFCAP) Report	61
4.8.6 Display 2237 Request	64
4.8.7 FCP Accounting Elements	66
4.9 Options in the Audit Reports Menu	68
4.9.1 Control Point Activity File Inquiry	69
4.9.2 Procurement and Accounting Transactions Inquiry	70
4.10 Supplementary Options on the FCP/BOC/SA Management Menu	73
Options in the BOC Management Menu	73
4.10.2 Deactivate BOC	74
4.10.3 Reactivate BOC	75
4.10.4 BOC Listing	76
Options in the Cost Center Management Menu	76
4.11.1 Add/Edit Cost Center	77
4.11.2 Deactivate Cost Center	78
4.11.3 Reactivate Cost Center	79
4.11.4 Cost Center Listing	80
4.11.5 List Cost Centers with Associated BOC	80
4.12 Options in the Fund Control Point Management Menu	81
4.12.1 Place Released Ceiling Transaction in Control Point File	82
4.12.2 Deactivate a Fund Control Point	83
4.12.3 Reactivate a Fund Control Point	84
4.12.4 Display Control Point Committed Transactions	84
4.12.5 Reset FCP Yearly Accounting Elements	85
4.13 Options on Budget Utilities Menu	86
4.13.1 Edit Budget Categories	87
4.13.2 Display Control Point Official's Balance	87
4.13.3 Recalculate All Fund Control Point Balances	89
4.13.4 Clear Program Lock	89
4.14 Supplementary Options - FMS Documents Inquiry/Error Process Menu	89
4.14.1 Enter/Edit Date When SOs become ARs	90
4.14.2 FMS Documents Inquiry	91
4.14.3 Rejected FMS Document Process	92

4.15 Supplementary Options in the Dictionary Management Menu	94
4.15.1 Introduction	94
4.15.2 Load Standard Dictionary	94
4.15.3 Standard Dictionary List	95
4.16 Options in the Dictionary List Menu	97
4.16.1 Standard Dictionary List (All)	97
4.16.2 Fund List	98
4.16.3 Fund/Appropriation List	99
4.16.4. Required Fields List	100
4.17 Fund/Appropriation Enter/Edit	102
4.17.1 Introduction	102
4.17.2 Menu Navigation	102
4.17.3 Select/Add Fund	103
4.17.4 Edit Fund or Appropriation	103
4.18 Define Standard Dictionary	104
4.18.1 Introduction	104
4.18.2 Select Standard Dictionary	104
4.18.3 Edit Dictionary	104
4.19 Fund Enter/Edit	105
4.19.1 Introduction	105
4.19.2 Select/Add Fund	105
4.19.3 Edit Fund	105
4.20 Required Fields Edit	106
4.20.1 Introduction	106
4.20.2 Select Fund	106
4.20.3 Select Document Type	107
4.20.4 Data Required Setup	107
CHAPTER 5 ERROR MESSAGES AND THEIR RESOLUTION	111
5.1 FMS Error Processing	111
5.2 Stack Status Report	112
5.3 Funds Distribution Error Processing	115
5.4 How To Correct Errors Using the Accounting Technician's Menu	120
5.5 Payment Error Processing	127
5.6 GIP Module	131
5.7 Error Listing	131
CHAPTER 6 MENU OUTLINE	133
GLOSSARY	135
INDEX	145

CHAPTER 1 INTRODUCTION

1.1 The Role of the Budget Analyst

One of the roles of the Budget Analyst (BA) is to set up, maintain and monitor funds. It is normally the BA's responsibility to set up the accounting elements including control points, cost centers, budget object codes, as well as the FMS interface tables.

Control Points (CPs) are used to divide funds into separate accounts. FMS uses Account Classification Codes (ACC) in the same manner. CPs and ACCs are used to easily monitor available funds and obligations on a daily, monthly, quarterly or yearly basis.

Cost Centers (CCs) are used to identify costs or expenses for a section or service (Ex. 842100 or 421 Fiscal Service). Several Cost Centers can be associated with one control point. It is a one (CP)-to-many (CC) relationship. Cost Centers are standardized (VHA uses 8000 series) and the list can be found at http://vaww.va.gov/PUBL/DIREC/FINANCE/v4671_1h.html

BOCs are used to classify the type of personal service, supplies or service. The standardized listing can be found at http://vaww.va.gov/PUBL/DIREC/FINANCE/v4671_2h.html. Any combination of BOCs can be associated with CCs, unless specified. Each CP is assigned one or more BOCs. The Budget Analyst can budget and track control point spending by *type* of supplies or service using the BOC.

Budget Analysts can use the above combination of accounting elements with the available reporting functionality in IFCAP to make recommendations for future CP budgeting. They can provide budgetary assistance to Control Point Officials (CPOs), and prevent the budget of their facility from becoming deficient. Deficiency occurs when a service obligates and spends more money than it was funded for, which creates a negative balance at the end of the fiscal year.

1.2 How to Use This Manual

This manual explains how to manage control points and monitor funds control with IFCAP by dividing that role into small, manageable tasks. The authors have listed these tasks in successive order so that each instruction builds on the functionality and information from the previous instructions. New Budget Analysts can use this manual as a tutorial by following the instructions from beginning to end, while experienced Budget Analysts can utilize it as a reference tool by using the index and table of contents.

It is not intended to educate the Budget Analyst on the budgetary cycle, but to allow the Budget Analyst to use the functionality in IFCAP to manage the controls points and monitor funding levels.

1.3 Reference Numbering System

This manual uses a special paragraph numbering system to allow users to understand how the sections of the manual relate to each other. For example, this paragraph is section 1.3. This means that this paragraph is the main paragraph for the third section of Chapter 1. If there were two subsections to this section, they would be numbered sections 1.3.1 and 1.3.2. A paragraph numbered 1.3.5.4.7 would be the seventh subsection of the fourth subsection of the fifth subsection of the third section of Chapter 1. Users that want to divide their reading into manageable lessons can concentrate on one section and all of its subsections, e.g., section 2.3 and all of its subsections would make a coherent lesson.

1.4 The Financial Management System (FMS)

FMS is the primary VA financial data management system.

1.5 Automatic Fund Rollover

IFCAP allows users to design their Control Points to automatically transfer unspent, or “residual” funds from prior quarters to the current quarter. This transfer of funds is called a “rollover”. You can configure the rollover to transfer the funds to other Control Points or to the same Control Point. IFCAP does not literally transfer the funds, but includes the rollover funds as part of the spending balance of the Control Point.

1.6 Allowance Level Fund Transfers

Budget Analysts (BAs) can now transfer funds between two CPs that belong to different programs. Previous versions of IFCAP did not allow this kind of fund transfer

1.7 Sub-Cost Center Change

In IFCAP the last two digits of the cost center, if anything other than “00”, is the “sub-cost center” that is sent to FMS. *IFCAP does not contain a “sub-cost center” field*, but sends FMS the last two digits of the cost center as the FMS “sub-cost center,” unless the last two digits of the cost center are “00.”

1.8 EDI –Electronic Data Interchange

IFCAP includes capabilities to electronically exchange financial documents according to established user community standards. Through the Funds Distribution Menu options, the Budget Analyst can setup the abilities to bypass Fiscal for accounting review.

1.9 Monthly Credit Card Accruals

Functionality allows fiscal users to compile and print a monthly credit card accrual report.

1.10 Carry Forward process

Functionality exists to enable the Budget Analyst to move forward both open transactions and balances from a closing quarter to the new open quarter. This facilitates the reconciliation between the FMS sub-allowance balance and the IFCAP control point balance.

1.11 Data Structures

1.11.1 Budget Files

IFCAP contains files to store VHA budget structure elements. Special Control Points are maintained uniquely by FMS. FMS also maintains fund's ceiling information. For adjustments to Control Point balances not initiated by a process in IFCAP, FMS transmits an FMS Sub allowance Reconciliation document, which automatically updates the balance of the Control Point.

To fund a Control Point, you must set up required tables, create the Control Point, link the FMS ACC with the CP, reset the accounting elements, add new ceilings (funds) for the Control Point, and release funds to the Control Point for spending. The Budget Analyst must also coordinate the FMS setup and release funds into the Financial Management System (FMS). FMS requires some additional fields for creating a Fund Control Point, and IFCAP maintains a required fields file that lists those fields.

Setting up Account Classification Codes (ACC) in FMS is not covered in this manual. See the FMS manual for FMS setup and processing.

1.11.2 Required Fields File

IFCAP also contains a Required Fields file. This file allows the system to determine, for a given fund and FMS document type, the budget fields that FMS requires. This enables the system to prompt the user only for the fields that are appropriate for a particular transaction.

1.11.3 Dictionary Management Menu

IFCAP contains a **Dictionary Management** menu to help users manage the new budget files, as well as the Required Fields file.

CHAPTER 2 HOW TO CREATE, EDIT AND FUND A CONTROL POINT

2.1 Introduction

Budget Analysts create budgets for Control Points and make funds from these budgets available for spending. Some funds are earmarked for certain kinds of spending, and budgets are often made available by funding the Control Point on a fixed schedule. To allow Budget Analysts to control the "when" and "how" of Control Point spending, creating a Control Point budget is a separate activity from releasing the funds to a Control Point for spending. IFCAP is more than a budgetary and procurement system. IFCAP also provides the spending and budgetary data that allows the Department of Veterans Affairs to manage its budget on a national scale. The Budget Analyst has a crucial role in reporting the budgeting and releasing of funds to the Financial Management System (FMS) in Austin.

In the process of defining a new Fund Control Point (FCP), all "station level" questions are prompted first, followed by the FCP level questions. The station level over-commit switch overrides the control point level settings. However, the individual control point level switches for EDI override the station level settings.

IFCAP uses different required fields for different funds by using the Allowance and Sub allowance budget Required Fields file settings. For example, if the new FCP will be spending from fund 0160A1 (Med Care), there will be no requirement to prompt for Object Class.

Because of the FMS interface, Budget Analysts must take care when defining FCPs. The budget elements defined in the IFCAP FCP file point to the FMS equivalent of an IFCAP Fund Control Point.

IFCAP developers want to retain the ability to "recycle" FCP numbers from year-to-year, rather than having Budget Analysts create a new set every year. IFCAP reuses FCPs from year-to-year as much as possible. With single-year and no-year funds, recycling FCP numbers is not an issue. It becomes an issue when dealing with multi-year funds. Currently there are only a few multi-year funds, but there may be more in the future, which may have durations exceeding 2 years. Therefore, while Budget Analysts are responsible for establishing and numbering FCPs, IFCAP developers offer the following method for numbering FCPs.

Single-Year Funds

Simply reuse the FCP number from year to year, as illustrated below. BBFY is "beginning budget fiscal year", and EBFY is "ending budget fiscal year".

SERVICE	FCP NUMBER	BBFY	EBFY
ISC	125	92	92
ISC	125	93	93

How to Create and Fund a Control Point

ISC	125	94	94
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No-Year Funds

FCPs spending from no-year funds should always have the same FCP number, as illustrated below.

SERVICE	FCP NUMBER	BBFY	EBFY
SUPPLY	225	xx	xx
SUPPLY	225	xx	xx
SUPPLY	225	xx	xx

Multi-Year Funds

For multi-year funds, reuse the FCP number, but only after the duration of the fund has ended. When the initial four-year period is up, VACO may renew the fund for PERIOD, at which time the Budget Analyst would reuse the old FCP numbers for the fund. This process is illustrated below.

SERVICE	FCP NUMBER	FUND	BBFY	EBFY	FY
ISC	101	01504 B	90	93	90, 91, 92, 93
ISC	102	01504 B	91	94	91, 92, 93, 94
ISC	103	01504 B	92	95	92, 93, 94, 95
ISC	104	01504 B	93	96	93, 94, 95, 96
ISC	101	01504 B	94	97	94, 95, 96, 97
ISC	102	01504 B	95	98	95, 96, 97, 98
ISC	103	01504 B	96	99	96, 97, 98, 99
ISC	104	01504 B	97	00	97, 98, 99, 00

To help FCP users determine the correct FCP to enter on requests when dealing with multi-year funds, enter the valid years for using an FCP in the **description** field when establishing the FCP. For example, in the description field for FCP #101 above, enter a description, including something to the effect that the FCP is valid in FYs 90, 94, 95 and 96. FCP #102's description would indicate that it is valid in FYs 91, 95, 96 and 97.

2.2 How to Add/Edit a Control Point

2.2.1 Menu Navigation

From the Funds Distribution and Accounting Menu, select the following menu options in this order:

- Funds Distribution Program Menu
- Budget Utilities Menu
- FCP/CC/BOC Management Menu
- Fund Control Point Management Menu
- Add/Edit Control Point

<pre> Accounting Technician Menu ... Funds Distribution Program Menu ... Payment/Invoice Tracking Menu ... Select Funds Distribution & Accounting Menu Option: Funds Distribution Program Menu Transaction Menu ... Budget Utilities Menu ... Print Menu ... FMS Documents Inquiry/Error Process ... Review VENDOR REQUEST Select Funds Distribution Program Menu Option: Budget Utilities Menu Edit Budget Categories FMS Exception Transaction Report Repost FMS Exceptions Clear FMS Exception File Entries Clear Program Lock Dictionary Management Menu ... Display Control Point Official's Balance FCP/CC/BOC Management Menu ... Recalculate All Fund Control Point Balances Select Budget Utilities Menu Option: FCP/CC/BOC Management Menu </pre>
<pre> BOC Management Menu ... Cost Center Management Menu ... Fund Control Point Management Menu ... Select FCP/CC/BOC Management Menu Option: Fund Control Point Management Menu Add/Edit Control Point Deactivate a Fund Control Point </pre>

Reactivate a Fund Control Point
Place Released Ceiling Transaction in CP File
Display Control Point Committed Transactions
Reset FCP Yearly Accounting Element & ACT Code

Select Fund Control Point Management Menu Option:

2.2.2 Station Level Setup

The initial set up of a control point begins with a few prompts regarding the station level setup. The Budget Analyst may manage the funds for more than one station. The prompt defaults to the primary station setup in the IFCAP Coordinator's Site Parameter File (PRIMARY STATION:// YES). Enter the station number that is related to the control point that needs to be setup or edited.

Select STATION NUMBER ('^' TO EXIT): 662// 688 WASHINGTON, DC
...OK? Yes// (Yes)

Enter the name of the person(s) responsible for releasing funds to the control point. Adding the user at this prompt **does not** control adding, editing or funding a control point, but **only** provides the ability to approve the release of funds to the control point. The **release of funds** is **one** of the steps in funding a control point.

Select FUND RELEASING OFFICIAL: SU,ALLEN// Berger,Susan ANALYST

The Station Over commit Switch: prompt allows the Budget Analyst to determine the station level override authority for control point overspending. Normally, a control point must have adequate funds to approve spending transactions. If the control point wants to continue to approve spending transactions without additional funds, the control point must have "over commit" authority. The Budget Analyst may use this switch to override the CP OVERCOMMIT SWITCH: (See Section 2.2.3 Control Point Level Setup).

- 0 OVERCOMMIT NOT ALLOWED FOR ALL FCP'S - Will **not** allow **any** control point to over commit funds, even if the CP OVERCOMMIT SWITCH is set to OVERCOMMIT ALLOWED in the control point level setup.
- 1 CURRENT QUARTER OVERCOMMIT ALLOWED – Allows over commit authority for **all** control points in the current Fiscal Year and quarter. This is helpful at the beginning of a quarter, before any funds are distributed.
- 2 FUTURE QUARTERS OVERCOMMIT ALLOWED – Allows over commit authority for all control points in the current Fiscal Year, future quarter. This is helpful at the end of quarter, when the control points want to start spending

in the next quarter, and before the Budget Analyst has an opportunity to fund the upcoming quarter.

- 3 CURRENT AND FUTURE QUARTERS OVERCOMMIT ALLOWED – Allows over commit authority for all control points for the current Fiscal Year -current and future quarters.
- 4 INDIVIDUAL CP SWITCH USED – Allows the Budget Analyst to determine the over commit authority at the control point level CP OVERCOMMIT SWITCH.
- 5 OVERCOMMIT ALLOWED – Allows over commit authority for all control points. Again, if the CP OVERCOMMIT SWITCH is set to OVERCOMMIT NOT ALLOWED, using this switch will override the control point level. Use caution when using this option, it will allow all the control points to continue spending current, prior and future years and quarters without restrictions until further control is placed.

STATION OVERCOMMIT SWITCH: OVERCOMMIT ALLOWED// ?

Choose from:

- 0 OVERCOMMIT NOT ALLOWED FOR ALL FCP'S
- 1 CURRENT QUARTER OVERCOMMIT ALLOWED
- 2 FUTURE QUARTERS OVERCOMMIT ALLOWED
- 3 CURRENT AND FUTURE QUARTERS OVERCOMMIT ALLOWED
- 4 INDIVIDUAL CP SWITCH USED
- 5 OVERCOMMIT ALLOWED

The EDI Order Release: prompt is not required. It handles the flow of EDI (Electronic Document Interchange) through the Fiscal process. The CP level switch EDI AUTO RELEASE: can override this station level switch. (See Section 2.2.3 Control Point Level Setup).

Y YES – EDI orders are sent immediately to vendors without a review from Fiscal Service.

N NO or Blank – Fiscal review of orders are required before EDI orders are sent. These orders will

have a status of Pending Fiscal Action, prior to Fiscal review.

EDI ORDER RELEASE: ?

Choose from:

- Y YES
- N NO

The Site All/Delivery Order Switch: prompt is not required. It handles which of EDI (Electronic Document Interchange) documents flow through the Fiscal process. The CP

How to Create and Fund a Control Point

level switch EDI AUTO RELEASE: can override this station level switch. (See Section 2.2.3 Control Point Level Setup).

SITE ALL/DELIVERY ORDER SWITCH: ALL ORDERS// ?

Choose from:

Y YES

N NO

The Station Rollover of EOQ Bal.: prompt handles the rollover of funds from one quarter into the next.

2 ALL FCPs CAN SPEND PRIOR FUNDS – Choosing this option will not allow the ‘rollover’ of funds at the end of the quarter.

3 INDIVIDUAL FCP ROLLOVER EOQ BALANCE IN EFFECT – This options will allow the ‘rollover’ of funds at the end of the quarter. The individual control point can be set to determine where the funds will be placed at the end of the quarter. This will allow the excess funds to be transferred into the next quarter or into another control point.

STATION ROLLOVER OF EOQ BAL.: ?

Choose from:

2 ALL FCPs CAN SPEND PRIOR FUNDS

3 INDIVIDUAL FCP ROLLOVER EOQ BALANCE IN EFFECT

2.2.3 Control Point Level Setup

To add a new control point, begin with the 3 or 4 numeric identifier, followed by a blank space and then enter the name of the control point at the Select Fund Control Point: prompt. This will add the new entry into the control point file. To edit a control point, just enter the control point number and press return. The Control Point Name will display on the next line to confirm the spelling and format. Press return to accept the control point name but consider the format, all CAPS or the first letter only in CAPS. Example: 025 Radiology or 025 RADIOLOGY. For formatting purposes, you may want to enter all the control point names with similar formats.

Select Fund Control Point:?

Enter a new CONTROL POINT NAME, if you wish. Enter a 3 or 4-digit number, a space and the name of the control point. Answer must be 3 to 30 characters in length.

Select Fund Control Point: 025 Radiology

Are you adding ‘025 Radiology’ as a new CONTROL POINT NAME? No// Yes

Control Point Name: Radiology//

Enter the service that controls the funds of the Control Point. The controlling service must already exist in the Service/Section file.

CONTROLLING SERVICE: RADIOLOGY// ?

Answer with SERVICE/SECTION NAME, or ABBREVIATION, or MAIL SYMBOL, or TYPE OF SERVICE, or MIS COSTING CODE

The FUND, ADMINISTRATIVE OFFICE, PROGRAM and FCP/PRJ fields store FMS elements, which must exist and be active in File Dictionaries before they are available for selection in this menu.

See section 4.4.7 – Supplementary Options in the Dictionary Management Menu – Dictionary Management Menu to add or update the FMS elements. Enter the FUND code The FUND code is the allowance element that identifies the appropriation used for the funding. Enter the beginning year of the fund at the Beginning Budget Fiscal Year: prompt. Enter the administrative office that provided the appropriation at the Administrative Office: prompt (almost always, this will be 10 (Veterans Health Administration)). Enter the code for the program that this fund supports (for example, All Other 0100) at the Program: prompt. Enter the FMS ACC (Account Classification Code) for this Fund Control Point.

FUND: 0160A1//

BEGINNING BUDGET FISCAL YEAR: 2000//

ADMINISTRATIVE OFFICE: 10//

PROGRAM: 0100//

FCP/PRJ: 010022200//

The Automated?: prompt allows you to decide whether to activate the Control Point to transmit requests through IFCAP and FMS processing, and to have IFCAP update the Control Point records automatically. Enter N if you are creating a Control Point but do not want to activate it for use yet. If you do not want to activate the Control Point now, you can activate it later by using the Reactivate Control Point option.

AUTOMATED: YES

Enter Y at the Allow Access By All Requestors: prompt if you want **all** Control Point Users to have at least “Requestor” access to the Control Point. Entering No **will not** allow all control point users to have access to this control point. Individual access and the level of access will be assigned in the next step: Select CONTROL POINT USER.

ALLOW ACCESS BY ALL REQUESTORS: YES//

Enter the Control Point User’s name and press enter.

How to Create and Fund a Control Point

Select CONTROL POINT USER: MCGAUGH,MAVIS MCG

Enter the user's level of access. Users can be a Control Point Requestor, Control Point Clerk, or Control Point Official.

LEVEL OF ACCESS: CONTROL POINT OFFICIAL// ?

1--CONTROL POINT OFFICIAL (Has authority to approve requests) 2--CONTROL POINT CLERK (Can enter permanent transactions) 3--REQUESTOR (Can initiate temporary requests to Control Point Clerk)

Choose from:

- 1 CONTROL POINT OFFICIAL
- 2 CONTROL POINT CLERK
- 3 REQUESTOR

The Receive FMS Reconciliation: prompt is used to indicate which users will receive electronic mail messages whenever transactions in FMS affect the balance in their Fund Control Points. Users with a Y in this field will receive the messages. If no user has a "y" value in this field, the messages will go to all Control Point Officials for that Fund Control Point.

RECEIVE FMS RECONCILIATION:

The Notification Designee prompt allows Control Point User to receive informational bulletins containing details of a ceiling transaction distributing funds to this Fund Control Point. NOTIFICATION DESIGNEE:

Enter another Control Point User to add additional users, or press the Enter key, if you are finished entering Control Point Users..

Select CONTROL POINT USER:

At the Special Control Point: prompt, enter whether this Control Point is a General Post Fund, a Supply Fund, a Construction fund, or a Canteen fund. If not, leave this field blank.

SPECIAL CONTROL POINT:

Enter the cost center at the Cost Center: prompt. Cost centers allow Fiscal staff to create total expense records for a section or service. The Cost Center must already exist and be "active" before it can be selected at this prompt. See section 4.4 Supplementary Options in the Budget Utilities Menu.

Select COST CENTER:

Enter a description for the Control Point. You may use this field to input special notes. Notes regarding the reason for this Control Point, or any special circumstances regarding the funding may be helpful for future reference.

DESCRIPTION:

Edit? NO//YES

At the CP Over commit Switch: prompt, enter whether the Control Point is allowed to over commit funds. See section 2.2.2 Station Level Setup for further explanation of these options. These options are set for the control point level only and do not effect any other control point. The Control Point Level switch OVERRIDES the Station Level Switch.

STATION OVERCOMMIT SWITCH: OVERCOMMIT ALLOWED// ?

Choose from:

0 OVERCOMMIT NOT ALLOWED FOR ALL FCP'S

1 CURRENT QUARTER OVERCOMMIT ALLOWED

2 FUTURE QUARTERS OVERCOMMIT ALLOWED

3 CURRENT AND FUTURE QUARTERS OVERCOMMIT ALLOWED

4 INDIVIDUAL CP SWITCH USED

5 OVERCOMMIT ALLOWED

The EDI Order Release: prompt handles the flow of EDI (Electronic Document Interchange) through the Fiscal process. See section 2.2.2 Station Level Setup for further explanation of these options.

Yes - Allows the release of EDI orders to vendors without fiscal review.

No - Will send EDI orders through Fiscal for an accounting review.

EDI ORDER RELEASE: ?

Choose from:

Y YES

N NO

This Control Point Level prompt overrides the Station Level prompt. It determines which documents will not flow through the Fiscal process, either All Orders or just the Delivery Orders.

FCP ALL/DELIVERY ORDER SWITCH: ??

This is used to release orders directly without fiscal review.

Choose from:

- | | |
|---|----------------------|
| A | ALL ORDERS |
| D | DELIVERY ORDERS ONLY |

The Rollover of EOQ Balance prompt, determines how to handle the remaining End of Quarter funding balance.

- 1 Transfer funds to another FCP allows fund to be transferred into another FCP, like a “Reserve” FCP. Note: IFCAP will prompt for the other FCP.
- 2 Spend Available Prior Funds allows the control point to access funds from a prior quarter that have not yet been carried forward.
- 3 Restrict to Current Quarter allows the control point to spend funds in the current quarter only.

ROLLOVER OF EOQ BALANCE: ?

This is the rollover of the EOQ balance.

Choose from:

- 1 TRANSFER FUNDS TO ANOTHER FCP
- 2 SPEND AVAILABLE PRIOR FUNDS
- 3 RESTRICT TO CURRENT QUARTER (DEFAULT)

Enter another Fund Control Point at the Select Fund Control Point: prompt, or press the Enter key to return to the Fund Control Point Management Menu.

2.3 How to Create a Budget For a Control Point

2.3.1 Menu Navigation

From the Funds Distribution & Accounting Menu, select Funds Distribution Program Menu.

From the Funds Distribution Program Menu, select Transaction Menu.

From the Transaction Menu, select Add New Transaction (Ceiling).

Accounting Technician Menu ... Funds Distribution Program Menu ... Payment/Invoice Tracking Menu ...
Select Funds Distribution & Accounting Menu Option: Funds Distribution Program Menu
Transaction Menu ... Budget Utilities Menu ... Print Menu ... FMS Documents Inquiry/Error Process ... Review VENDOR REQUEST
Select Funds Distribution Program Menu Option: Transaction Menu

```

Add New Transaction (Ceiling)
Edit Existing, Unreleased Transaction
Delete Unreleased Transaction
Transfer From/To Control Point

Release Transaction

Monthly Budget Distribution
Generate FMS Budget Documents
Accrual (Monthly)
Carry Forward Quarterly
Enter FCP Adjustment Data
Multiple Transaction Menu ...
Quarterly Rollover Fund Control Point Balance

```

Select Transaction Menu Option: **Add New Transaction (Ceiling)**

2.3.2 Transaction (Ceiling) Setup

Select a Station Number and a fiscal year. Record the transaction number that IFCAP assigns to the transaction. Approve the transaction number. Enter the Control Point number at the Control Point: prompt. Enter the TDA, or “Transfer of Disbursement Authority” number at the TDA Number: prompt. This number can be found on the AACS report from Austin. Enter the date of the TDA at the TDA Date: prompt. At the Recurring FTEE: prompt, enter the Full Time Employee Equivalent (FTEE) that you are appropriating into this CP from your budget. At the Non Recur FTEE: prompt, enter the Full Time Employee Equivalent (FTEE) that you're appropriating into this CP from another budget. “Non-Recurring” means the funding is a one-time expense for a specific program, project, trip, purchase, etc. “Recurring” does not create a recurring appropriation: it merely describes the source of funds. This categorization allows IFCAP users to monitor expenses from different sources of funds. At the Trng FTEE: prompt, enter the training FTEE that you are appropriating into this CP from your budget. If this Control Point is for medical care appropriation items, enter the appropriate sort category at the Budget Sort Category: prompt. Otherwise, press the Enter key. If you do not know the name or number of the category, enter three question marks at the prompt and IFCAP will list the available categories. Enter the transaction date, normally “T” for today, at the Transaction Date: prompt. Enter the amount of money you want to appropriate to the CP for each quarter. IFCAP will compute and display the total funding for the fiscal year.

Note: You can also use this option to withdraw funds from a Control Point by entering a minus sign before the dollar amount prompts.

```

Select STATION NUMBER (^ TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR (^ to EXIT): 95//

I am going to create a new transaction with the number 688-95-0002
IS THIS OK ? YES//    (YES)
CONTROL POINT: 101 LAB TESTING 101
...OK? Yes//    (Yes)
TDA NUMBER: 4510
TDA DATE: 091994    (SEP 19, 1994)
RECURRING FTEE: 4
NON RECUR FTEE: 0
TRNG FTEE: 0
BUDGET SORT CATEGORY:

```

How to Create and Fund a Control Point

```
TRANSACTION DATE: T (OCT 03, 1994)
1ST QTR: 45 $ 45.00
2ND QTR: 45 $ 45.00
3RD QTR: 60 $ 60.00
4TH QTR: 45 $ 45.00
TOTAL FUNDING= $ 195.00
```

2.3.3 Recurring/Non-Recurring Funding Setup

At the Recurring/Non-Recurring: prompt, enter R if the funding for the Control Point is from your budget or NR if the funding is from another budget. “Non-Recurring” means the funding is a one-time expense for a specific program, project, trip, purchase, etc. “Recurring” does not create a recurring appropriation: it merely describes the source of funds. This categorization allows IFCAP users to monitor expenses from different sources of funds. Enter the station number at the Select Station Number: prompt to enter another transaction, or enter a caret (^) to return to the Transaction Menu.

```
RECURRING/NON-RECURRING: NON-RECURRING// NR NON-RECURRING
DESCRIPTION:
  1>Graphics/Displays/Presentations Expenses
  2>
EDIT Option: Select STATION NUMBER ('^' TO EXIT): 688// ^

      Add New Transaction (Ceiling)
      Edit Existing, Unreleased Transaction
      Delete Unreleased Transaction
      Transfer From/To Control Point
      Release Transaction
      Monthly Budget Distribution
      Generate FMS Budget Documents
      Accrual (Monthly)          Carry Forward Quarterly
      Enter FCP Adjustment Data
      Multiple Transaction Menu ...
      Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:
```

2.4 How to Release Funds to a Control Point for Spending

2.4.1 Introduction

This option creates a printout of the transaction numbers of each ceiling you create for a Control Point. After you create this printout, IFCAP sends a message to the Control Point Official that funds have been released to the Control Point.

2.4.2 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Transaction Menu from the Funds Distribution Program Menu.

Select Release Transaction from the Transaction Menu.

```
Accounting Technician Menu ...
Funds Distribution Program Menu ...
```



```

Payment/Invoice Tracking Menu ...
Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...
FMS Documents Inquiry/Error Process ...
Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Transaction Menu

Add New Transaction (Ceiling)
Edit Existing, Unreleased Transaction
Delete Unreleased Transaction
Transfer From/To Control Point
Release Transaction
Monthly Budget Distribution
Generate FMS Budget Documentss
Accrual (Monthly)
Carry Forward Quarterly
Enter FCP Adjustment Data

Multiple Transaction Menu ...
Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Release Transaction

```

2.4.3 Select Transaction

Enter the Station number, fiscal year and your electronic signature code. You may review a transaction if you like. Enter the sequence number of the transaction you wish to release. If you do not know the sequence number of the transaction, type three question marks at the Enter Sequence Number of Transaction(s) to be Released: prompt and IFCAP will list the available transactions.

```

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
Enter ELECTRONIC SIGNATURE CODE:                  Thank you.
Do you wish to review/edit any transactions? NO//
Enter Sequence Number of Transaction(s) to be Released: ???
Enter the Sequence Number, or indicate a range of sequence numbers by
separating the first and last numbers with a dash (-).
Type "ALL" to release all unreleased transactions.
Do you wish to see the list of all unreleased transactions? NO// YES

Unreleased Sequence Numbers for Station 688, FY: 94

```

SEQ #	TRANS #	CP#	TOTAL	SEQ #	TRANS #	CP#
TOTAL						
54	688-94-0054	CP-19	\$5.00		70	688-94-0070
CP-0	\$0.00					
71	688-94-0071	CP-0	\$0.00	76	688-94-0076	CP-
201	\$-100.00					
77	688-94-0077	CP-202	\$100.00	80	688-94-0080	
CP-5101	\$60000.00					
81	688-94-0081	CP-5101	\$23000000.00	82	688-94-0082	CP-
5101	\$10000000.00					
83	688-94-0083	CP-5102	\$10533827.00	84	688-94-0084	CP-
5102	\$123456.00					
94	688-94-0094	CP-335	\$96.00	95	688-94-0095	
CP-5103	\$30000.00					
96	688-94-0096	CP-101	\$1101.00	97	688-94-0097	

How to Create and Fund a Control Point

CP-0	\$0.00				
98	688-94-0098	CP-101	\$-100.00	99	688-94-0099
CP-105	\$100.00				
100	688-94-0100	CP-101	\$-20.00	101	688-94-0101
CP-335	\$20.00				

2.4.4 Remove Transaction

You may enter multiple sequence numbers if you like. If you decide not to release one of the transactions after you've already entered a long list of transactions, enter the last **four** digits of the transaction number and IFCAP will remove the transaction from the list.

Enter a printer name at the Device: prompt. You cannot enter LAT at this prompt.

```
Enter Sequence Number of Transaction(s) to be Released: 96 OK
Enter Sequence Number of Transaction(s) to be Released:

To not release a transaction already selected to be released
Enter the last 4 digits of the transaction for FY 94:
QUEUE TO PRINT ON
DEVICE: LAT [YOU CAN NOT SELECT A VIRTUAL TERMINAL]
Previously, you have selected queueing.
Do you STILL want your output QUEUED? YES//
DEVICE: LAT

You cannot select your home device.

QUEUE TO PRINT ON
DEVICE: LASERDP DEVELOPMENT
<Request Queued>
```

2.4.5 Interpreting the Report

IFCAP will print a report of each transaction you released and list the funds released for that transaction for each fiscal quarter.

```
Trans #: 688-94-0096 FCP: 101 LAB TESTING QTR: 1ST AMT: 333.00 Released.
                                         2ND AMT: 112.00 Released.
                                         3RD AMT: 333.00 Released.
                                         4TH AMT: 333.00 Released.
```

2.5 Report the Release of Funds to FMS

2.5.1 Introduction

Use the Generate FMS Budget Documents option to notify FMS of funds released to each Control Point. IFCAP transmits the FMS documents automatically.

2.5.2 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Transaction Menu from the Funds Distribution Program Menu.

Select Generate FMS Budget Documents from the Transaction Menu.

```
Accounting Technician Menu ...
Funds Distribution Program Menu ...
Payment/Invoice Tracking Menu ...
```

```
Select Funds Distribution & Accounting Menu Option: Funds Distribution Program Menu
```

```
Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...
FMS Documents Inquiry/Error Process ...
Review VENDOR REQUEST
```

```
Select Funds Distribution Program Menu Option: Transaction Menu
```

```
Add New Transaction (Ceiling)
Edit Existing, Unreleased Transaction
Delete Unreleased Transaction
Transfer From/To Control Point
Release Transaction
Monthly Budget Distribution
Generate FMS Budget Documents
Accrual (Monthly)
Carry Forward Quarterly
Enter FCP Adjustment Data
Multiple Transaction Menu ...
Quarterly Rollover Fund Control Point Balance
```

```
Select Transaction Menu Option: Generate FMS Budget Documents
```

2.5.3 Select Transaction Date

Enter a station number, fiscal year and fiscal quarter. Press the Enter key at the Ok To Continue?: prompt. At the FMS Transaction Date: prompt, enter the date that you want the transaction to occur.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' TO EXIT): 95//
Select FISCAL QUARTER: 1//
This option will now create FMS documents for 1st Quarter, FY 95
released transactions which have not previously been coded.
FMS Transaction Date:  OCT 3, 1994//          (OCT 3, 1994)
Accounting Period (MM/YY):  OCT 1994//          (OCT 1994)
Ready to generate FMS documents? YES//
DEVICE:  LAT          Right Margin: 80//
```

2.5.4 Compile/Print Report

A hard copy printout of the transaction numbers released will print. Specify a Control Point for the distribution of funds. You must specify amounts for each quarter. You must also enter the various types of FTEE (Full Time Employee Equivalent) authorized by the TDA. This option only enters information from the TDA into the system for your internal use. You may edit or delete this information. A new transaction will need to be initiated to withdraw funds. After printing the report, IFCAP will return to the Transaction Menu.

```
FUND DISTRIBUTION STATISTICS                                OCT 03, 1994  15:52
PAGE 1
TRANSACTION
NUMBER          CONTROL POINT          TRANSACTION
                                DATE          1ST
```

How to Create and Fund a Control Point

QTR			

688-00-0001	060 FISCAL SVC	OCT 03,1994	
10000.00			
688-00-0002	060 FISCAL SVC	DEC 22,1994	1000000.00

SUBTOTAL			
1010000.00			
688-00-0003	076 BIO-MED EQUIPMENT	DEC 22,1994	1000000.00

SUBTOTAL			
1000000.00			

TOTAL			
2010000.00			

Add New Transaction (Ceiling)			
Edit Existing, Unreleased Transaction			
Delete Unreleased Transaction			
Transfer From/To Control Point			
Release Transaction			
Monthly Budget Distribution			
Generate FMS Budget Documents			
Accrual (Monthly)			
Carry Forward Quarterly			
Enter FCP Adjustment Data			
Multiple Transaction Menu ...			
Quarterly Rollover Fund Control Point Balance			
Select Transaction Menu Option:			

2.6 How to Edit Funding Transactions

2.6.1 Introduction

You can edit any transactions that you have not released.

2.6.2 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Transaction Menu from the Funds Distribution Program Menu.

Select Edit Existing, Unreleased Transaction from the Transaction Menu.

Accounting Technician Menu ...
Funds Distribution Program Menu ...
Payment/Invoice Tracking Menu ...
Select Funds Distribution & Accounting Menu Option: Funds Distribution Program Menu

```

Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...

Select Funds Distribution Program Menu Option: Transaction Menu

Add New Transaction (Ceiling)
Edit Existing, Unreleased Transaction
Delete Unreleased Transaction
Transfer From/To Control Point
Release Transaction
Monthly Budget Distribution
Generate FMS Budget Documentss
Accrual (Monthly)
Carry Forward Quarterly
Enter FCP Adjustment Data
Multiple Transaction Menu ...
Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Edit Existing, Unreleased Transaction

```

2.6.3 Select Transaction

Enter a station number and a fiscal year. At the Select Sequence Number for FY: prompt, enter the number of the transaction you want to edit.

```

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//

Select Sequence Number for  FY 94: ???

Choose from::
0054      019 SPD
0070
0071
0080      5101 KATEY TEST
0081      5101 KATEY TEST
0082      5101 KATEY TEST
0083      5102 KATEY TESTING
0084      5102 KATEY TESTING
0086      5101 KATEY TEST
0089      101 LAB TESTING 101

Select Sequence Number for  FY 94: 0089          101 LAB TESTING 101

```

2.6.4 Edit Transaction

You may change the Control Point, the TDA number, the record of the date on the TDA, and the Full Time Employee Equivalent (FTEE) associated with the transaction.

```

CONTROL POINT: 101 LAB TESTING 101//
TDA NUMBER: ???
    This is the Transfer of Disbursing Authority (TDA) 1 to 3 digit number from
    the ACCS report.
TDA NUMBER: 460
TDA DATE:??
    Examples of Valid Dates:
        JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
        T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
        T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
    If the year is omitted, the computer uses the CURRENT YEAR.  Two digit year

```

How to Create and Fund a Control Point

```
assumes no more than 20 years in the future, or 80 years in the past.
TDA DATE: T (JUN 03, 1994)
RECURRING FTEE: ??
    This is the number of recurring Full Time Employee Equivalent (FTEE).
RECURRING FTEE: 120
NON RECUR FTEE: 10
TRNG FTEE: 100
```

2.6.5 Edit Additional Parameters

Assign or change the budget sort category, if you like. You can also change the funding for the transaction for each quarter, and whether the funding comes from recurring or non-recurring funds. Specifying “recurring” at the Recurring/Non-Recurring: prompt does not create a recurring transaction: it only identifies the source of funds. You can enter another transaction to edit at the Select Next Sequence Number for FY: prompt, or press the Enter key to return to the Transaction Menu.

```
BUDGET SORT CATEGORY: ??
    This is the category for RD285 report for medical
    care appropriation items only.

CHOOSE FROM:
1          ALL OTHER
2          RECURRING PERSONAL SERVICES
3          NR ALL OTHER
4          NR .23
5          19 REPL EQUIP
6          20 ADDITION EQUIPMENT
7          25 OUTREACH-OTHER R & NR
8          25 OUTR-OTH R&NR (FEE CP 853)
11         25B OUTREACH-PS R&NR
12         26 TRAINING
BUDGET SORT CATEGORY: 12  26 TRAINING
TRANSACTION DATE: MAY 27,1994//
1ST QTR: 10//
2ND QTR: 20//
3RD QTR: 30//
4TH QTR: 40//
TOTAL FUNDING= $ 100.00
RECURRING/NON-RECURRING: NON-RECURRING//
DESCRIPTION:
  1>Training program
  2>
EDIT Option:

Select Next Sequence Number for  FY 94:

    Add New Transaction (Ceiling)
    Edit Existing, Unreleased Transaction
    Delete Unreleased Transaction
    Transfer From/To Control Point
    Release Transaction
    Monthly Budget Distribution
    Generate FMS Budget Documentss
    Accrual (Monthly)
    Carry Forward Quarterly
    Enter FCP Adjustment Data
    Multiple Transaction Menu ...
    Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:
```


CHAPTER 3 CONTROL POINT MANAGEMENT

3.1 Introduction

Budget Analysts prevent the facility they budget from becoming deficient and reconcile predicted spending with actual spending.

Deficiency is the over commitment of an entire budget for a station. This happens when you allow Control Points to over commit too many funds, so that the overall expenses are more than your overall budget. Deficient budgets are defined by the Anti-Deficiency Act. One way you can guard against deficiency is to prohibit nonessential Control Points from over committing. You can also create a reserve Fund Control Point. As a final measure, you can solicit the Regional Budget Analyst for emergency funding.

The primary tools that Budget Analysts use to prevent deficiency are FMS Status of Funds Reports (which replace 826 reports) and Control Point fund transfers. FMS Status of Funds Reports (which replace 826 reports) provide Control Point balances, which Budget Analysts monitor to prevent budget deficits. If a Control Point budget is threatened with a deficit, the Budget Analyst can transfer funds to it from another Control Point or halt further purchases.

When a Control Point sets aside (or "commits") funds for a purchase, the amount of money they commit is often an estimate. Before the purchase is made, the Accounting staff "obligates," or withholds, money from the Control Point and earmarks it for the purchase. IFCAP updates the Control Point records of committed and obligated funds in the running balance records. Control Point users rely on the Budget Analyst, because the Budget Analyst funds the Control Point.

3.2 Create a Reserve Fund Control Point

One way you can guard against deficiency is to create a reserve Fund Control Point. Control Point funding levels are defined by your budget plan and are set by your Fiscal Officer or Medical Center Director, so you will need to plan ahead if you want to incorporate a reserve Fund Control Point into your budget. You can also use the rollover switch in IFCAP to rollover the money that your Control Points do not spend into this Control Point and save it for unanticipated spending. Create a Control Point, and name it Contingency or Reserve. Make sure that the funds rollover into the reserve Control Point.

3.3 How to Monitor FMS Status of Funds Reports for Deficits

The FMS Status of Sub-allowances Report will list the balances and deficits (if any) for the Control Points.

3.4 How to Transfer Funds Among Control Points

3.4.1 Introduction

You can transfer funds among Control Points if the Control Points receive their money from the same fund and the funds are for the same quarter.

3.4.2 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Transaction Menu from the Funds Distribution Program Menu.

Select Transfer From/To Control Point from the Transaction Menu.

Accounting Technician Menu ... Funds Distribution Program Menu ... Payment/Invoice Tracking Menu ...
Select Funds Distribution & Accounting Menu Option: Funds Distribution Program Menu
Transaction Menu ... Budget Utilities Menu ... Print Menu ... FMS Documents Inquiry/Error Process ... Review VENDOR REQUEST
Select Funds Distribution Program Menu Option: Transaction Menu
Add New Transaction (Ceiling) Edit Existing, Unreleased Transaction Delete Unreleased Transaction Transfer From/To Control Point Release Transaction Monthly Budget Distribution Generate FMS Budget Documents Accrual (Monthly) Carry Forward Quarterly Enter FCP Adjustment Data Multiple Transaction Menu ... Quarterly Rollover Fund Control Point Balance
Select Transaction Menu Option: Transfer From/To Control Point

3.4.3 Transfer Funds Setup

Enter a station number and fiscal year. Enter the Control Point from which you want to withdraw the funds at the Transfer From Control Point: prompt. Enter the Control Point into which you want to deposit the funds. Enter the fiscal quarter and the amount to transfer. Enter the date at which you want IFCAP to make the transaction. At the Recurring/Non-Recurring: prompt, enter R if the funding for the CP is from your budget or NR if the funding is from another budget. “Non-Recurring” means the funding is a one-time expense for a specific program, project, trip, purchase, etc. “Recurring” does not create a recurring appropriation: it merely describes the source of funds. This categorization allows IFCAP users to monitor expenses from different sources of funds.

Enter a description of the transfer if you like. You may review a summary of the transaction if you like.

```

Select STATION NUMBER (^ TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR (^ to EXIT): 94//
...Hmmm, Let me think about this for a moment...
TRANSFER FROM CONTROL POINT: 105 LAB TESTING 105
...OK? Yes//    (Yes)

TRANSFER TO CONTROL POINT: 108 LAB TESTING 108
...OK? Yes//    (Yes)

FOR WHICH QUARTER: 4
AMOUNT TO TRANSFER: 10    $ 10.00
TRANSACTION DATE: OCT 3,1994//    (OCT 03, 1994)
RECURRING/NON-RECURRING: NON-RECURRING
DESCRIPTION:
  1>User fee
  2>
EDIT Option:
Do you want to review this entry? YES//    (YES)

Transfer Transaction Summary

                To Control Point:    108 LAB TESTING 108
                From Control Point:    105 LAB TESTING 105
                Transaction Date:    OCT    3,1994
                        Quarter:    4th
Amount to be Transferred:    $ 10.00
                        R/NR:    NON-RECURRING
                        Annualization:    $ 0.00

Description:    User fee

```

3.4.4 Edit Transfer Funds

You may edit the information you just entered. If the information on the transaction is correct, post the transaction. IFCAP actually creates two transactions: the first one for the withdrawal and the second one for the deposit. IFCAP will list these two transaction numbers. Answer N at the Make Another Transfer?: prompt to return to the Transaction Menu.

```

Do you want to edit this entry? NO//    (NO)
Are you ready to post this transaction? YES//    (YES)
...Hmmm, Let me think about this for a moment...

Finished. The following transactions have been created
in file 421 (Funds distribution):
                        688-94-0141
                        688-94-0142

Make another transfer? YES// N    (NO)

Add New Transaction (Ceiling)
Edit Existing, Unreleased Transaction
Delete Unreleased Transaction
Transfer From/To Control Point
Release Transaction
Monthly Budget Distribution
Generate FMS Budget Documents

```

Accrual (Monthly) Carry Forward Quarterly Enter FCP Adjustment Data Multiple Transaction Menu ... Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:

3.5 How to Freeze the Spending of a Control Point

3.5.1 Introduction

If a Control Point is threatened with a deficit, the Budget Analyst can notify the Control Point Clerk to reconcile the Control Point. As a last resort, further purchases can be "frozen" by returning purchases back to the Control Point. If the Control Point is not set to over commit, Fiscal personnel should decide if Accounting or Budget personnel should monitor the Control Point transactions to control the deficit.

3.5.2 How to Return a Purchase to the Control Point

To return a purchase to the Control Point, tell the Accounting Technician or Purchasing Agent to return the Purchase Order by using the "Return PO to Supply" option under the Document Processing Menu. The Purchasing Agent may also return the 2237 to the service.

3.6 Request Additional Funds From VISN CFO

3.6.1 Procedure

Request additional funds only to prevent deficiency due to additional expenses you feel the Medical Center should not absorb. Be prepared to justify the funds as recovery for unexpected and previously unfunded obligations. Contact the VISN CFO and explain why your facility needs the additional funds. If approved, the CFO will initiate a Transfer of Dispersing Authority (TDA), transferring funds to your budget.

3.6.2 Enter the TDA Funds Into Your Budget

Assign the funds from the TDA into the over committed Control Points and adjust the IFCAP records accordingly. Go to the section in this user guide on how to fund Control Points.

3.6.3 Record the Distribution of the TDA Funds

You may use the Monthly Budget Distribution option in IFCAP to record non-cumulative monthly distribution of Transfer of Disbursing Authority (TDA) funds.

3.6.3.1 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Transaction Menu from the Funds Distribution Program Menu.
 Select Monthly Budget Distribution from the Transaction Menu.

```

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

    Transaction Menu ...
    Budget Utilities Menu ...
    Print Menu ...

Select Funds Distribution Program Menu Option: Transaction Menu

    Add New Transaction (Ceiling)
    Edit Existing, Unreleased Transaction
    Delete Unreleased Transaction
    Transfer From/To Control Point
    Release Transaction
    Monthly Budget Distribution
    Generate FMS Budget Documentss
    FMS Documents Inquiry
    Accrual (Monthly)
    Carry Forward Quarterly
    Enter FCP Adjustment Data
    Multiple Transaction Menu ...
    Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Monthly Budget Distribution
  
```

3.6.3.2 Select TDA Number

Enter a station number and a fiscal year. Enter the TDA number.

```

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
Select TDA NUMBER FOR STATION 688, FY 94: ???

CHOOSE FROM:
  1      5101 KATEY TEST
  1      5102 KATEY TESTING
  1      101 LAB TESTING 101
  432    102 LAB TESTING 102
  460    101 LAB TESTING 101
  5269   5102 KATEY TESTING

Select TDA NUMBER FOR STATION 688, FY 94: 1
  1  1  688-94-0081      5101 KATEY TEST
  2  1  688-94-0084      5102 KATEY TESTING
  3  1  688-94-0092      101 LAB TESTING 101
CHOOSE 1-3: 3  688-94-0092
  
```

3.6.3.3 Distribute TDA Funds

IFCAP will prompt you to distribute this TDA among the twelve months of the fiscal year. You can enter another TDA to edit at the Select TDA Number For Station: prompt, or press the Enter key to return to the Transaction Menu.

```

TDA IS DISTRIBUTED AS FOLLOWS:

          1ST QTR          2ND QTR          3RD QTR          4TH
  
```

Control Point Management

QTR

0

0

1000000

0

ENTER THE NON CUMULATIVE DISTRIBUTION FOR THIS TDA

OCT - NON CUM: 500000// 0

NOV - NON CUM: 0//

DEC - NON CUM: 500000// 0

JAN - NON CUM: 0//

FEB - NON CUM: 0//

MAR - NON CUM: 0//

APR - NON CUM: 0// 100000

MAY - NON CUM: 0// 900000

JUN - NON CUM: 0// 0

JUL - NON CUM: 0//

AUG - NON CUM: 0//

SEP - NON CUM: 0//

DISTRIBUTION IS CORRECT BY QUARTER

Select TDA NUMBER FOR STATION 688, FY 94:

- Add New Transaction (Ceiling)
- Edit Existing, Unreleased Transaction
- Delete Unreleased Transaction
- Transfer From/To Control Point
- Release Transaction
- Monthly Budget Distribution
- Generate FMS Budget Documentss
- FMS Documents Inquiry
- Accrual (Monthly)
- Carry Forward Quarterly
- Enter FCP Adjustment Data
- Multiple Transaction Menu ...
- Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:

CHAPTER 4 SUPPLEMENTARY BUDGET ANALYST MENU OPTIONS

4.1 Introduction

The following is a list of the IFCAP options available to Budget Analysts that have not been mentioned previously in this manual. You may not have all of the menus defined here. Your local IRM service controls the assignment of IFCAP menus to users.

4.2 Options in the Transaction Menu

4.2.1 Delete Unreleased Transaction

You can delete a transaction if a Control Point User has not released it to Fiscal Service for processing.

4.2.1.1 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Transaction Menu from the Funds Distribution Program Menu.

Select Delete Unreleased Transaction from the Transaction Menu.

```
Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...

Select Funds Distribution Program Menu Option: Transaction Menu

Add New Transaction (Ceiling)
Edit Existing, Unreleased Transaction
Delete Unreleased Transaction
Transfer From/To Control Point
Release Transaction
Monthly Budget Distribution
Generate FMS Budget Documentss
FMS Documents Inquiry
Accrual (Monthly)
Carry Forward Quarterly
Enter FCP Adjustment Data
Multiple Transaction Menu ...
Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Delete Unreleased Transaction
```

4.2.1.2 Select Transaction

Enter a station number and a fiscal year. Enter the transaction number you want to delete at the Select Sequence Number for FY: prompt. IFCAP will prompt you to confirm that you want to delete the transaction. IFCAP will delete the transaction and allow you to delete another transaction or return to the Transaction Menu.

Supplementary Budget Analyst Menu Options

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//

Select Sequence Number for  FY 94: ???

CHOOSE FROM:
0054      019 SPD
0070
0071
0076      201 LAB TESTING 201
0077      202 LAB TESTING 202
0080      5101 KATEY TEST
0081      5101 KATEY TEST
0082      5101 KATEY TEST
0083      5102 KATEY TESTING
0084      5102 KATEY TESTING
0086      5101 KATEY TEST
0087      103 LAB TESTING 103
0088      101 LAB TESTING 101
0089      101 LAB TESTING 101
0090      103 LAB TESTING 103
0091      101 LAB TESTING 101
0093      101 LAB TESTING 101

Select Sequence Number for  FY 94: 0086  688-94-0086          5101 KATEY TEST
ARE YOU SURE YOU WANT TO DELETE THIS TRANSACTION? NO// Y  (YES)

Transaction Deleted.

Do you wish to delete another transaction for 688-94? n  (NO)

      Add New Transaction (Ceiling)
      Edit Existing, Unreleased Transaction
      Delete Unreleased Transaction
      Transfer From/To Control Point
      Release Transaction
      Monthly Budget Distribution
      Generate FMS Budget Documents
      Accrual (Monthly)
      Carry Forward Quarterly
      Enter FCP Adjustment Data (FISCAL)
      Multiple Transaction Menu ...
      Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:
```

4.3 Options in the Multiple Transaction Menu

4.3.1 Create/Post Multiple Transaction

4.3.1.1 Introduction

Use this option when you need to make several adjustments to a single Control Point or multiple Control Points. The system will assign a temporary transaction number that is used to keep track of the transaction if, for some reason, you do not proceed to post it to the Control Points and want to edit it later with the Post/Edit option.

4.3.1.2 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu .

Select Transaction Menu from the Funds Distribution Program Menu.

Select Multiple Transaction Menu from the Transaction Menu .

Select Create/Post Multiple Transaction from the Multiple Transaction Menu.

```
Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

    Transaction Menu ...
    Budget Utilities Menu ...
    Print Menu ...

Select Funds Distribution Program Menu Option: Transaction Menu

    Add New Transaction (Ceiling)
    Edit Existing, Unreleased Transaction
    Delete Unreleased Transaction
    Transfer From/To Control Point
    Release Transaction
    Monthly Budget Distribution
    Generate FMS Budget Documentss
    FMS Documents Inquiry
    Accrual (Monthly)
    Carry Forward Quarterly
    Enter FCP Adjustment Data
    Multiple Transaction Menu ...
    Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Multiple Transaction Menu

    Create/Post Multiple Transaction
    Post/Edit Temporary Transaction

Select Multiple Transaction Menu Option: Create/Post Multiple Transaction
```

4.3.1.3 Create Multiple Transaction

Enter a station number and a fiscal year. Record the transaction number that IFCAP assigns to the transaction. Enter the date that the transaction should occur at the Transaction Date: prompt. Enter a Control Point.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//

This has been assigned TRANSACTION NUMBER: T-00012.
Please note and use for editing of this transaction.

TRANSACTION DATE: JUN 8,1994//    (JUN 08, 1994)
Select CONTROL POINT: 101 LAB TESTING 101
    ...OK? Yes//    (Yes)

    Are you adding '101 LAB TESTING' as a new CONTROL POINT (the 1st for this
MULTI
PLE DISTRIBUTION)? N//    Y    (Yes)
```

4.3.1.4 Fund Control Point

IFCAP will ask you how much money you want to fund the Control Point for each fiscal quarter. IFCAP will ask you whether the funding comes from recurring or non-recurring funds. Specifying “recurring” at the Recurring/Non-Recurring: prompt does not create a recurring transaction, but identifies the source of funds, instead. If you want to fund another Control Point, enter it at the Select Control Point: prompt. Enter a description of the transaction.

```

1ST QTR: 333    $ 333.00
2ND QTR: 112    $ 112.00
3RD QTR: 123    $ 123.00
4TH QTR: 533    $ 533.00
TOTAL FUNDING= $ 1101.00
RECURRING/NON-RECURRING: NON-RECURRING//
Select CONTROL POINT:
DESCRIPTION:
  1>This is a multiple transaction for a widget.
  2>
EDIT Option:
Do you want to review this transaction? YES//    (YES)
DEVICE:    LAT    RIGHT MARGIN: 80//

```

4.3.1.5 Review Multiple Transaction

IFCAP will create the multiple-distribution listing, which includes the transaction number, the Control Point, and the amount of the transaction for each fiscal quarter. If you post the transaction, IFCAP will transfer the transaction to the funds distribution file for processing and delete the temporary transaction number from its records. You can then edit another transaction or return to the Multiple Transaction Menu. You may also use the Release Transaction option to release the transaction you just posted.

```

MULTIPLE DISTRIBUTION LISTING                                JUN  8,1994  11:25    PAGE 1
TRANSACTION
NUMBER      DESCRIPTION
CONTROL
POINT      R/NR

                        ANNUALIZATION
                        2ND QTR
                        3RD QTR
                        4TH QTR
                        1ST QTR
                        AMOUNT
-----
T-00012      This is a multiple transaction for a widget.
101          NR          333.00          112.00          123.00
533.00
-----
TOTAL          533.00          333.00          112.00          123.00

Are you ready to post this transaction? YES//    (YES)
101 LAB TESTING Filed with transaction number 688-00-0023
      <Transfer to Funds Distribution File Completed.>

      <Temporary Transaction Number T-00012 has been Deleted.>

```

```

Enter another transaction? NO//      (NO)

      Create/Post Multiple Transaction
      Post/Edit Temporary Transaction

Select Multiple Transaction Menu Option:

```

4.3.2 Post/Edit Temporary Transaction

4.3.2.1 Introduction

Use this option to edit existing temporary transactions and post them to the Funds distribution file for release.

4.3.2.2 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Transaction Menu from the Funds Distribution Program Menu.

Select Multiple Transaction Menu from the Transaction Menu.

Select Post/Edit Temporary Transaction from the Multiple Transaction Menu.

```

      Accounting Technician Menu ...
      Funds Distribution Program Menu ...
      Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

      Transaction Menu ...
      Budget Utilities Menu ...
      Print Menu ...

Select Funds Distribution Program Menu Option: Transaction Menu

      Add New Transaction (Ceiling)
      Edit Existing, Unreleased Transaction
      Delete Unreleased Transaction
      Transfer From/To Control Point
      Release Transaction
      Monthly Budget Distribution
      Generate FMS Budget Documentss
      FMS Documents Inquiry
      Accrual (Monthly)
      Carry Forward Quarterly
      Enter FCP Adjustment Data
      Multiple Transaction Menu ...
      Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Multiple Transaction Menu

      Create/Post Multiple Transaction
      Post/Edit Temporary Transaction

Select Multiple Transaction Menu Option: Post/Edit Temporary Transaction

```

4.3.2.3 Select/Edit Temporary Transaction

Enter a station number and a fiscal year. Enter the number of the temporary transaction you want to post and/or edit. Enter three question marks (???) at the Select TEMPORARY TRANSACTION NUMBER: to see the list of available temporary transactions. You may edit the Control Point and the funding of the transaction before you post it.

```

Select STATION NUMBER (^ TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR (^ to EXIT): 94//
Select TEMPORARY TRANSACTION NUMBER: ???

CHOOSE FROM:
  4          T-00004
  5          T-00005
  6          T-00006
  7          T-00007
  8          T-00008
  9          T-00009
 10          T-00010
 11          T-00011

Select TEMPORARY TRANSACTION NUMBER: 10  T-00010
      ...OK? Yes//      (Yes)

Do you want to edit this transaction? NO// Y  (YES)
TRANSACTION DATE: APR 1,1994//
Select CONTROL POINT: 071 CANTEEN//
  CONTROL POINT: 071 CANTEEN//
  1ST QTR: 400    $ 400.00
  2ND QTR: 950    $ 950.00
  3RD QTR: 200    $ 200.00
  4TH QTR: 450    $ 450.00
TOTAL FUNDING= $ 2000.00
    
```

4.3.2.4 Review Transaction

IFCAP will ask you whether the funding comes from recurring or non-recurring funds. Specifying “recurring” at the RECURRING/NON-RECURRING: prompt does not create a recurring transaction: it just identifies a feature of the source of funds. If you want to fund another Control Point, enter it at the Select Control Point: prompt. Enter a description of the transaction. You may review the transaction if you like.

```

RECURRING/NON-RECURRING: NON-RECURRING//
Select CONTROL POINT:
DESCRIPTION:
  1>Promotional expenses for canteen
  2>
EDIT Option:
Do you want to review this transaction? YES//      (YES)
DEVICE:  LAT      RIGHT MARGIN: 80//

MULTIPLE DISTRIBUTION LISTING          JUN  8,1994  14:16      PAGE 1
TRANSACTION
NUMBER      DESCRIPTION
CONTROL
POINT      R/NR

          ANNUALIZATION
          1ST QTR      2ND QTR      3RD QTR
          AMOUNT

          4TH QTR
    
```

T-00010	Promotional expenses for canteen			
071	NR	400.00	950.00	200.00
450.00				

TOTAL		400.00	950.00	200.00
450.00				

4.3.2.5 Post Transaction

If you post the transaction, IFCAP will transfer the transaction to the funds distribution file for processing and delete its temporary transaction number from its records. You can then edit another transaction or return to the Multiple Transaction Menu. You can also use the Release Transaction Option to release the transaction you just posted.

```
Are you ready to post this transaction? YES//  (YES)

101 LAB TESTING Filed with transaction number 688-00-0024
      <Transfer to Funds Distribution File Completed.>

      <Temporary Transaction Number T-00012 has been Deleted.>

Enter another transaction? NO//  (NO)

      Create/Post Multiple Transaction
      Post/Edit Temporary Transaction

Select Multiple Transaction Menu Option:
```

4.4 Quarterly Rollover Fund Control Point Balance

4.4.1 Introduction

This report allows you to determine the amount of rollover funds for the quarter, the Control Points from which the rollover came, and the Control Points that received the rollover funds.

4.4.2 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Transaction Menu from the Funds Distribution Program Menu.

Select Quarterly Rollover Fund Control Point Balance from the Transaction Menu.

```
Accounting Technician Menu ...
Funds Distribution Program Menu ...
Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...
```

Supplementary Budget Analyst Menu Options

```
FMS Documents Inquiry/Error Process ...
Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Transaction Menu

Add New Transaction (Ceiling)
Edit Existing, Unreleased Transaction
Delete Unreleased Transaction
Transfer From/To Control Point
Release Transaction
Monthly Budget Distribution
Generate FMS Budget Documents
Accrual (Monthly)
Carry Forward Quarterly
Enter FCP Adjustment Data
Multiple Transaction Menu ...
Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option: Quarterly Rollover Fund Control Point Balance
```

4.4.3 Select Single or Multiple Year Appropriation

Enter a station number, a fiscal year and a fiscal quarter. You may see the Control Points funded by single-year appropriations or multi-year appropriations, but not both. IFCAP will list each rollover by the Control Points from which the rollover came, the Control Points that received the rollover funds, and the amount of the rollover. Enter a caret (^) at the Select Station Number: prompt to return to the Transaction Menu.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
Select FISCAL QUARTER: 4// 3

    Select one of the following:

        1          Single Year Appropriation Fund Control Points
        2          Multiple Year Appropriation Fund Control Points

Select Number: : 1  Single Year Appropriation Fund Control Points
Description:
DEVICE:  LAT

IFCAP Rollover Fund Control Point Balance List      Printed on 10/05/1994
    For Budget Fiscal Year: 1994    Quarter: 3
Roll 097 TRANSFER WITH PGM to 112 SURGICAL SERVICE    $200307.55

Roll 101 LAB TESTING 101 to 033 337 Basil Pharmacy Test    $1521205.53

Finished. The following transactions have been created
in file 421 (Fund Distribution):
                                688-00-0025
                                688-00-0026

Select STATION NUMBER ('^' TO EXIT): 688// ^

Add New Transaction (Ceiling)
Edit Existing, Unreleased Transaction
Delete Unreleased Transaction
Transfer From/To Control Point
Release Transaction
Monthly Budget Distribution
Generate FMS Budget Documents
```

```

Accrual (Monthly)
Carry Forward Quarterly
Enter FCP Adjustment Data
Multiple Transaction Menu ...
Quarterly Rollover Fund Control Point Balance

```

Select Transaction Menu Option:

4.5 Accrual (Monthly)

This option will create an accrual report for IFCAP purchase card orders.

4.5.1 Configuring the Accrual (Monthly) Option to Run Automatically

The Accrual (Monthly) option must be scheduled to run at 1:00AM of the first day of each month. Use the 'Schedule/Unschedule Options' option in the Taskman Management Menu to select to enter the following values at these prompts:

```

QUEUED TO RUN AT WHAT TIME: DEC 1,1996@01:00
RESCHEDULING FREQUENCY: 1M(1@01:00)
TASK PARAMETERS: 999

```

4.5.2 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Transaction Menu from the Funds Distribution Program Menu.

Select Accrual (Monthly) from the Transaction Menu.

```

Accounting Technician Menu ...
Funds Distribution Program Menu ...
Payment/Invoice Tracking Menu ...

```

Select Funds Distribution & Accounting Menu Option: **Funds Distribution Program Menu**

```

Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...
FMS Documents Inquiry/Error Process ...
Review VENDOR REQUEST

```

Select Funds Distribution Program Menu Option: **Transaction Menu**

```

Add New Transaction (Ceiling)
Edit Existing, Unreleased Transaction
Delete Unreleased Transaction
Transfer From/To Control Point
Release Transaction
Monthly Budget Distribution
Generate FMS Budget Documents
Accrual (Monthly)
Carry Forward Quarterly
Enter FCP Adjustment Data
Multiple Transaction Menu ...
Quarterly Rollover Fund Control Point Balance

```

Select Transaction Menu Option: **Accrual (Monthly)**

4.5.3 Compile/Print Monthly Accrual Prompts

1. Enter a station number. If your site has multiple stations, enter a question mark at the prompt to see a list of available stations for your site.
2. Enter the month and year for the accrual you want to compile. IFCAP will display the same month expressed as a fiscal month and year.
3. At the Select Number: prompt, enter 1. If data for the month you selected has already been compiled, IFCAP will display the last date and time that data for this month was compiled. IFCAP will warn you that if you recompile this data, you will overwrite all edits made to the accrual.
4. Enter Y at the Recompile Accrual Report?: prompt.
5. Enter Y at the Ready To Print?: prompt.
6. Enter an output device. IFCAP will compile the accrual data and send the IFCAP Accrual Report to the output device you selected.
7. Enter another month and year at the For Accrual Month/Year: prompt, or enter a caret (^) to return to the Transaction Menu.

```

Select STATION NUMBER (^ TO EXIT): 612// 688           WASHINGTON,DC
For Accrual Month/Year: 11/96//           Fiscal Month/Year: 02/1997

    Select one of the following:

        1          Compile/Print Monthly Accrual
        2          Edit Monthly Accrual Amount
        3          Generate/Rebuild FMS SV-Document

Select Number: 1  Compile/Print Monthly Accrual
Ready to Compile/Print? NO// YESDEVICE: LAT

Compiling...

IFCAP Accrual Report for 11/1996                Printed on 11/15/1996

Station: 688

FUND/BBFY/AO/ACC/CC/BOC                UNPAID PO                UNRECON
    ACCRUAL
0110/1997///840100/1092                                7.50
                                0.00                7.50
    SUBTOTAL                                7.50
0.00                                7.50

0160A1/1997/10/0100201C3/800100/2510                138.00                0.00
                                138.00
0160A1/1997/10/0100201C3/800100/2660                                41.00
                                0.00                41.00
0160A1/1997/10/0100201C3/810800/2511                                13.00
                                0.00                13.00
0160A1/1997/10/0100201C3/810800/2580                                63.90
                                0.00                63.90
0160A1/1997/10/0100201C3/810800/2660                570.00                0.00
                                570.00
    SUBTOTAL                                825.90
825.90                0.00                825.90

0160A1/1997/10/010050100/850100/2220                                22.00
                                0.00                22.00
    SUBTOTAL                                22.00

```


Supplementary Budget Analyst Menu Options

0.00	22.00		
0160A1/1997/10/894/824300/2510		318.00	
0.00	318.00		
SUBTOTAL		318.00	
0.00	318.00		
0160A7/1997/10/012/810800/2510		44.00	
0.00	44.00		
SUBTOTAL		44.00	
0.00	44.00		
4537B/1994/90/010044100/600000/2697		200.00	0.00
200.00			
4537B/1994/90/010044100/600000/2698		100.00	0.00
100.00			
SUBTOTAL		300.00	
0.00	300.00		
TOTAL		1517.40	
0.00	1517.40		
Accrual amount followed by '*' means edited amount.			
Report ends, enter 'RETURN' to continue.:			
For Accrual Month/Year: 11/96// ^			
Add New Transaction (Ceiling) Edit Existing, Unreleased Transaction Delete Unreleased Transaction Transfer From/To Control Point Release Transaction Monthly Budget Distribution Generate FMS Budget Documents Accrual (Monthly) Carry Forward Quarterly Enter FCP Adjustment Data Multiple Transaction Menu ... Quarterly Rollover Fund Control Point Balance			
Select Transaction Menu Option:			

4.5.4 Edit Monthly Accrual Amount Prompts

1. Enter a station number. If your site has multiple stations, enter a question mark at the prompt to see a list of available stations for your site.
2. Enter the month and year for the accrual you want to compile. IFCAP will display the same month expressed as a fiscal month and year.
3. At the Select Number: prompt, enter 2.
4. Enter Y at the Ready To Edit?: prompt.
5. Select a fund code. If you do not know the entire fund code, enter the first few digits of the number and IFCAP will generate a list of available fund codes. If you do not know the number at all, enter two question marks and IFCAP will list the available fund codes. IFCAP will display the accrual account, the unpaid purchase card order amount, the unreconciled amount, and the calculated accrual amount.
6. Enter the new amount at the Edited Accrual Amount: prompt.
7. Enter another fund code at the Select Fund Code: prompt, or press the Enter key.

Supplementary Budget Analyst Menu Options

8. Enter another month and year at the For Accrual Month/Year: prompt, or enter a caret (^) to return to the Transaction Menu.

```
Select STATION NUMBER ('^' TO EXIT): 612// 688      WASHINGTON,DC
For Accrual Month/Year: 11/96//      Fiscal Month/Year: 02/1997

      Select one of the following:

          1          Compile/Print Monthly Accrual
          2          Edit Monthly Accrual Amount
          3          Generate/Rebuild FMS SV-Document

Select Number: 2  Edit Monthly Accrual Amount
Ready to Edit? NO// YES

-----
Select Fund Code or FCP/PRJ (ACC) Code: 01
      1  0110/1997///840100/1092
      2  0160A1/1997/10/0100201C3/800100/2510
      3  0160A1/1997/10/0100201C3/800100/2660
      4  0160A1/1997/10/0100201C3/810800/2511
      5  0160A1/1997/10/0100201C3/810800/2580
TYPE '^' TO STOP, OR
CHOOSE 1-5: 3
Accrual Account: 0160A1/1997/10/0100201C3/800100/2660
Unpaid P.C.O Amount: 41.00      Unreconciled Amount: 0.00
Calculated Accrual Amount: 41.00
EDITED ACCRUAL AMOUNT: 42.50
COST CENTER: 800100 Plant Operations//
BOC: 2660 Operating Supplies and Materials//

-----
Select Fund Code or FCP/PRJ (ACC) Code:

For Accrual Month/Year: 11/96//  ^

      Add New Transaction (Ceiling)
      Edit Existing, Unreleased Transaction
      Delete Unreleased Transaction
      Transfer From/To Control Point
      Release Transaction
      Monthly Budget Distribution

-----
      Generate FMS Budget Documents
      Accrual (Monthly)
      Carry Forward Quarterly
      Enter FCP Adjustment Data
      Multiple Transaction Menu ...
      Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:
```

4.5.5 Generate/Rebuild FMS SV-Document Prompts

1. Enter a station number. If your site has multiple stations, enter a question mark at the prompt to see a list of available stations for your site.
2. Enter the month and year for the accrual you want to compile. IFCAP will display the same month expressed as a fiscal month and year.
3. At the Select Number: prompt, enter 3.

4. Enter Y at the Ready to Generate/Rebuild Document?: prompt. IFCAP will generate a monthly accrual FMS SV document for the month you selected.
5. Enter another month and year at the For Accrual Month/Year: prompt, or enter a caret (^) to return to the Transaction Menu.

```

Select STATION NUMBER ('^' TO EXIT): 612// 688           WASHINGTON,DC
For Accrual Month/Year: 11/96//           Fiscal Month/Year: 02/1997

    Select one of the following:

        1          Compile/Print Monthly Accrual
        2          Edit Monthly Accrual Amount
        3          Generate/Rebuild FMS SV-Document

Select Number: 3  Generate/Rebuild FMS SV-Document
Ready to Generate/Rebuild Document? NO// YES
Generating the monthly accrual FMS SV-Document

For Accrual Month/Year: 11/96// ^

    Add New Transaction (Ceiling)
    Edit Existing, Unreleased Transaction
    Delete Unreleased Transaction
    Transfer From/To Control Point
    Release Transaction
    Monthly Budget Distribution
    Generate FMS Budget Documents
    Accrual (Monthly)
    Carry Forward Quarterly
    Enter FCP Adjustment Data

    Multiple Transaction Menu ...
    Quarterly Rollover Fund Control Point Balance

Select Transaction Menu Option:
    
```

4.6 Carry Forward Quarterly

This option enables the budget analyst to move open transactions and unspent dollars to the next open quarter automatically. This facilitates the reconciliation of the Sub-allowance balance in FMS and the control point balance in IFCAP.

4.6.1 Menu Navigation

```

Select Funds Distribution Program Menu Option: TRansaction Menu

    Add New Transaction (Ceiling)
    Edit Existing, Unreleased Transaction
    Delete Unreleased Transaction
    Transfer From/To Control Point
    Release Transaction
    Monthly Budget Distribution
    Generate FMS Budget Documents
    Accrual (Monthly)
    Carry Forward Quarterly
    Enter FCP Adjustment Data (FISCAL)
    Multiple Transaction Menu ...
    Quarterly Rollover Fund Control Point Balance
    
```

4.6.2 Station Selection

If you have multiple stations supported by your IFCAP system, you will need to run the Carry Forward process separately for each station number.

NOTE: Recalculate ALL your control points first! Then run the Carry Forward option.

```
Select STATION NUMBER (^ TO EXIT): 658//          SALEM, VA
Select one of the following:

      1          Carry forward Outstanding Requests
      2          Carry forward balances for all control points
      3          Carry forward balances for a single control point

Select Number:
```

4.6.3 Outstanding Requests

The 1st step is to move any outstanding requests (transactions that are not in a Transaction Complete status) from the closing quarter to the new open quarter. This step defines what quarter is going to be opened. This step **MUST** be done. The system will display the oldest OPEN quarter. The user is then prompted for the quarter being carried forward. In this example the response would be: 00-3

```
Select STATION NUMBER (^ TO EXIT): 658//          SALEM, VA
Select one of the following:

      1          Carry forward Outstanding Requests
      2          Carry forward balances for all control points
      3          Carry forward balances for a single control point

Select Number: 1  Carry forward Outstanding Requests
The oldest OPEN quarter in file is 2000-3.

For Budget Fiscal Year - Quarter (YY-Q): 00-3
Ready to Run? NO// YES
DEVICE: ;;9999  IRMS BLDG 74 ROOM 227E

IFCAP Carry Forward Outstanding Requests from Qtr 00-3 to 00-4
Station: 658          Printed on 07/07/2000

658-00-1-019-0001  ENTERED
658-00-1-019-0003  APPROVED
```

4.6.4 Balances for ALL Control Points

The 2nd step in the Carry Forward process enables the Budget Analyst to move control balances from the closing quarter to the new Open quarter. Any balance, positive or negative, will be moved to the new open quarter.

NOTE: Balances on Single – Fiscal Year control points may not be moved beyond the 4th Quarter of the Fiscal Year. Balances on a Multi-Year control point may not be moved beyond the 4th quarter of the final year of the funding, (ie. Multi-Year funds for 1998-2000 may not be moved beyond 4th quarter of the FY 2000).

The movement of the balance is done by a two- step process.

1. The software will review each control point and determine what Ceiling transaction is needed to bring the Fiscal Unobligated column to zero. A Ceiling entry is created in the Closing Quarter for whatever amount is required to make the Fiscal Unobligated column go to zero. The reverse Ceiling entry is created in the Opening Quarter to move that balance to the new quarter. This Ceiling transaction will be applied to both the Control Point Uncommitted column and the Fiscal Unobligated column.
1. The software will then review each control point and determine whether the CP \$Balance column has a zero balance. If it does not, the software will determine what budget transaction is needed to bring the CP \$Balance field to zero. An Adjustment entry is then created in the Closing Quarter for whatever amount is required to make the CP \$Balance column a zero. The reverse Adjustment entry is created in the Opening Quarter to move that balance to the new quarter.

NOTE: The balance is determined by looking at Part 1 - the IFCAP transactions and Part 2- the FMS transactions.

```
Select Transaction Menu Option: CARRY Forward Quarterly
Select STATION NUMBER ('^' TO EXIT): 658//          SALEM, VA
  Select one of the following:

      1          Carry forward Outstanding Requests
      2          Carry forward balances for all control points
      3          Carry forward balances for a single control point

Select Number: 2  Carry forward balances for all control points

The oldest OPEN quarter in file is 2000-4.
For Budget Fiscal Year - Quarter (YY-Q): 00-3
Ready to Run? NO// YES
DEVICE: ;;9999  IRMS BLDG 74 ROOM 227E

IFCAP Carry Forward Balances for All CP'S from Qtr 00-3 to 00-4

Station: 658          Printed on 07/07/2000

      003  RES SALARIES                      (CEI) $0.00
      003  RES SALARIES                      (ADJ) $0.00
      009  FIS RESIDENTS                     (CEI) $61414.00
      009  FIS RESIDENTS                     (ADJ) $120.00
      010  ADMINISTRATIVE TRAINEES           (CEI) $0.00
      010  ADMINISTRATIVE TRAINEES           (ADJ) $0.00
      011  COS C&A'S                         (CEI) $0.00
      011  COS C&A'S                         (ADJ) $0.00
```

Supplementary Budget Analyst Menu Options

012	FIS SALARIES	(CEI)	\$-11936.00
012	FIS SALARIES	(ADJ)	\$0.00

4.6.5 Balances for a Single Control Point

Occasionally monies may appear in a closed quarter. This step enables the Budget Analyst to move a balance from a previously closed quarter to the subsequent quarter.(this quarter may also be a closed quarter). The user would then Carry Forward from that closed quarter to the next quarter. This step would be repeated until the balance had been moved to the current Open quarter. The same two-step process is used to determine the value the transactions will have.

4.6.6 Mail Bulletins

When the Carry Forward transactions are created a Mail bulletin is sent to the Control Point Users.

```
Subj: IFCAP Carry Forward Balances for All CP'S from Qtr 00-3 to 00-4
[#9432] 07 Jul 00 09:06 1 line
From: PETTY,DANIEL A In 'IN' basket. Page 1
-----
060 FISCAL SVC Qtr 00-3 closed. $10020017.43 carried forward.
Enter message action (in IN basket): Ignore//
```

```
Subj: IFCAP Carry Forward Balances for All CP'S from Qtr 00-3 to 00-4
[#9433] 07 Jul 00 09:06 1 line
From: PETTY,DANIEL A In 'IN' basket. Page 1
-----
060 FISCAL SVC Qtr 00-3 adjusted with $-35691.48.
Enter message action (in IN basket): Ignore//
```

```
Subj: IFCAP Carry Forward Balances for All CP'S from Qtr 00-3 to 00-4
[#9523] 07 Jul 00 09:08 1 line
From: PETTY,DANIEL A In 'IN' basket. Page 1
-----
990 SUPPLY FUND Qtr 00-3 closed. $635161.60 carried forward.
Enter message action (in IN basket): Ignore//
```

```
Subj: IFCAP Carry Forward Balances for All CP'S from Qtr 00-3 to 00-4
[#9524] 07 Jul 00 09:08 1 line
From: PETTY,DANIEL A In 'IN' basket. Page 1
-----
990 SUPPLY FUND Qtr 00-3 adjusted with $20070.48.
Enter message action (in IN basket): Ignore//
```

4.6.7 End of Year Carry Forward

You must always do Step 1 – moving transactions- even at the end of the Fiscal Year. If you have set the Site Parameter switch to NO –your open transactions for multi-year control points will *not* move forward. The Application Coordinator can set the switch .

Then do Step 2 to move balances. Only balances on multi-year control points will move forward.

4.6.7.1 Set Site Parameter Switch

This switch controls the movement of open transactions to the new Fiscal Year opening quarter. If the switch is set to YES, any open transactions will be moved to the new Fiscal Year. If you do not want these open transactions moved set the switch to NO.

```
Select IFCAP Application Coordinator Menu Option: SITE Parameters
STATION NUMBER: 658
STATION: 658//
FACILITY TYPE: VAMC// ^CARRY FORWARD 4TH QTR REQUESTS
CARRY FORWARD 4TH QTR REQUESTS:
    The field is used to control the 4th quarter outstanding requests being
    carried forward to the new fiscal year.
Choose from:
    Y          YES
    N          NO
CARRY FORWARD 4TH QTR REQUESTS: NO
```

4.7 Options in the Print Menu

```
Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...

Select Funds Distribution Program Menu Option: Print Menu

Selected Control Points
Range of Transactions
Transfer of Disbursing Authority
Detailed Appropriation Summary
Appropriation Summary Totals
FTEE Summary by Appropriation
Budget Distribution Reports Menu ...
Control Point List
FCP BOC List
Control Point PO List
Audit Reports Menu ...
826 (IFCAP) Report
Detailed Report of Unpaid PC Transactions by FCP
```

4.7.1 Selected Control Points

4.7.1.1 Introduction

Use this option to generate the Funds distribution Control Point Display report, which lists quarterly obligations by transaction number for a set of Control Points that you select. This report provides the transaction number and the funding by quarter. This is the budget record of the Control Point.

4.7.1.2 Select Fund Control Point

Enter a station number and a fiscal year. Enter one or more Fund Control Points.

```

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
Select FUND CONTROL POINT: 101 LAB TESTING 101 .....
ANOTHER FUND CONTROL POINT: 105 LAB TESTING 105 .....

ANOTHER FUND CONTROL POINT: 103 LAB TESTING 103 ..
ANOTHER FUND CONTROL POINT:
DEVICE:    LAT
    
```

4.7.1.3 Interpreting the Report

IFCAP will display each funding transaction, the date the transaction took place, whether the funding was from recurring or non-recurring funds, the amount of each funding by quarter, and the total funding for the year, beginning with the first Control Point you specified. The report will have quarterly and annual subtotals for each Control Point, and quarterly and annual totals for all of the Control Points combined.

FUNDS DISTRIBUTION CONTROL POINT DISPLAY					JUN 9,1994 09:10	
PAGE 1						
TRANSACTION NUMBER	TRANSACTION DATE	REC/NON-REC	ANNUALIZATION AMOUNT			
		1ST QTR TOTAL	2ND QTR	3RD QTR		
4TH QTR DESCRIPTION						

CONTROL POINT: 103 LAB TESTING 103						
688-94-0087	MAY 27,1994	NON-RECURRING		0.00		
		-20.00				
		-20.00				
688-94-0090	MAY 27,1994	NON-RECURRING		0.00		
		-10.00				
		-10.00				
		-----	-----	-----		
SUBTOTAL						
0.00	-30.00	-30.00	0.00	0.00		
FUNDS DISTRIBUTION CONTROL POINT DISPLAY						
PAGE 2					JUN 9,1994 09:10	
TRANSACTION NUMBER	TRANSACTION DATE	REC/NON-REC	ANNUALIZATION AMOUNT			
		1ST QTR TOTAL	2ND QTR	3RD QTR		
4TH QTR DESCRIPTION						

CONTROL POINT: 105 LAB TESTING 105						
688-94-0099	JUN 8,1994	NON-RECURRING				
		100.00				
		100.00				
Transfer for shared expense tracked at CP 105						
		-----	-----	-----		
---	-----	-----	-----	-----		

SUBTOTAL	0.00	100.00	0.00	0.00
	0.00	100.00		
---	-----	-----	-----	-----
TOTAL	0.00	70.00	0.00	0.00
	0.00	70.00		

4.7.2 Range of Transactions

4.7.2.1 Introduction

Use this option to generate a listing of a range of funds distribution transactions that you select. This report prints the transaction number, Control Point number, TDA number, transaction date, and a breakdown of funding by quarter.

4.7.2.2 Select Range of Transactions

Enter a station number and a fiscal year. Enter the first transaction you want in the report at the Start With Transaction Number: prompt. Enter the last transaction you want in the report at the Go To Transaction Number: prompt. IFCAP finds these numbers by looking at the suffix of the transaction number. For example, since 51 is entered at the Go To: prompt, the last transaction number on the report will end in "0051". After printing the report, IFCAP will return to the Print Menu.

Select STATION NUMBER ('^' TO EXIT): 688//					WASHINGTON,DC				
Select FISCAL YEAR ('^' to EXIT): 94//									
START WITH TRANSACTION NUMBER: 1//									
GO TO TRANSACTION NUMBER: LAST// 51									
DEVICE: HOME// LAT									
FUNDS DISTRIBUTION RANGE OF TRANSACTIONS DISPLAY									
JUN 9,1994 09:15 PAGE 1									
CONTROL									
TRANSACTION		POINT		TDA		TRANSACTION			
NUMBER		NUMBER		DATE					
		1ST QTR				2ND QTR		3RD QTR	
4TH QTR		TOTAL							
DESCRIPTION									

688-94-0046		9988							
				0.00					
688-94-0047		101							
				0.00					
688-94-0048		101				APR 19,1994			
				5.01				2.02	
5.03				5.04				17.10	
FUNDS DISTRIBUTION RANGE OF TRANSACTIONS DISPLAY									
JUN 9,1994 09:15 PAGE 2									
CONTROL									
TRANSACTION		POINT		TDA		TRANSACTION			
NUMBER		NUMBER		DATE					
		1ST QTR				2ND QTR		3RD QTR	
4TH QTR		TOTAL							
DESCRIPTION									

Supplementary Budget Analyst Menu Options

688-94-0049	101		APR 19,1994
		-200.00	
		-200.00	
688-94-0050	102		APR 19,1994
		200.00	
		200.00	
688-94-0051	9988		APR 19,1994
		-123.00	
		-123.00	

TOTAL		-117.99	2.02
5.03		5.04	-105.90

PRESS RETURN TO CONTINUE

Selected Control Points
Range of Transactions
Transfer of Disbursing Authority
Detailed Appropriation Summary
Appropriation Summary Totals
FTEE Summary by Appropriation
Budget Distribution Reports Menu ...
Control Point List
FCP BOC List
Control Point PO List
Audit Reports Menu ...
826 (IFCAP) Report
Detailed Report of Unpaid PC Transactions by FCP
Display 2237 Request
FCP Accounting Elements
Fiscal Daily Review
Fiscal Pending Action
History of Purchase Card Transactions
Purchase Card Statistics
Reconciled Purchase Card Transactions
Unreconciled Austin Payment Transactions
Unreconciled Purchase Card Transactions
Year To Date Accrual

Select Print Menu Option:

4.7.3 Transfer of Disbursing Authority

4.7.3.1 Introduction

This option prints a report of all Transfers of Disbursing Authority (TDAs) for a facility, or a range of TDAs that you select. This report prints the TDA number, TDA date, transaction number, Control Point number, description, and breakdown of funding by quarter.

4.7.3.2 Compile/Print Report

Enter a Station number and Fiscal Year. IFCAP will list the transactions by TDA number, date, transaction number, and Control Point.

Select STATION NUMBER ('^' TO EXIT): 688//	WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//	

```

Beginning TDA Number: 1// 1
Ending TDA Number: 9999// 9999
DEVICE:    LAT
FUNDS DISTRIBUTION TRANSFER OF DISBURSING AUTHORITY (TDA) LISTING
                                                    JUN
9,1994  09:54      PAGE 1

TDA          TRANSACTION          POINT          CONTROL
NUMBER  TDA DATE          NUMBER          NUMBER          3RD QTR
          4TH QTR          1ST QTR          2ND QTR          3RD QTR
          DESCRIPTION          TOTAL

-----
1          MAY 26,1994          688-94-0081          5101
          1000000.00          1000000.00          11000000.00
          10000000.00          23000000.00
*****
1          MAY 26,1994          688-94-0084          5102
          123456.00
123456.00
TEST RELEASE
*****
1          MAY 31,1994          688-94-0092          101
          1000000.00
1000000.00
TO ALLOW RECEIVING REPORT TEST

```

4.7.4 Detailed Appropriation Summary

4.7.4.1 Introduction

Use this option to generate a listing (by Appropriation) of all TDAs received by the facility. This listing includes a detail line for each TDA. This detailed summary prints the transaction numbers, Control Point numbers, TDA numbers, transaction dates, and breakdown of funding by quarter for all appropriations in IFCAP.

4.7.4.2 Compile/Print Report

Enter a station number and a fiscal year. IFCAP will list the transactions for each appropriation by transaction number and Control Point. This can be a rather lengthy report; only print it if you cannot obtain the information you need using one of the other reports.

```

Select STATION NUMBER (^ TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR (^ to EXIT): 94//
DEVICE:    LAT
FUNDS DISTRIBUTION APPROPRIATION SUMMARY (DETAIL) REPORT
                                                    JUN
9,1994  10:19      PAGE 1

TRANSACTION          CONTROL          TDA          TRANSACTION
NUMBER          POINT          NUMBER          DATE          4TH QTR
          1ST QTR          2ND QTR          3RD QTR          4TH QTR
          TOTAL          3RD QTR          4TH QTR          4TH QTR
          DESCRIPTION

-----

APPROPRIATION: 36/_0181

```

Supplementary Budget Analyst Menu Options

CONTROL POINT: 201 LAB TESTING 201					
688-94-0074	201		MAY 1,1994		
				-100.00	
		-100.00			
688-94-0076	201		MAY 1,1994		
		-100.00			
		-100.00			

SUBTOTAL	-100.00	0.00	-100.00		0.00
	-200.00				
FUNDS DISTRIBUTION APPROPRIATION SUMMARY (DETAIL) REPORT					
9,1994 10:19	PAGE 2				JUN
TRANSACTION	POINT	CONTROL	TDA	TRANSACTION	
NUMBER	NUMBER	NUMBER	DATE		
1ST QTR		2ND QTR	3RD QTR	4TH QTR	
TOTAL					
DESCRIPTION					

CONTROL POINT: 202 LAB TESTING 202					
688-94-0075	202		MAY 1,1994		
			100.00		
		100.00			
688-94-0077	202		MAY 1,1994		
		100.00			
		100.00			

SUBTOTAL	100.00	0.00		100.00	
0.00	200.00				

SUBTOTAL	0.00	0.00		0.00	
0.00	0.00				
FUNDS DISTRIBUTION APPROPRIATION SUMMARY (DETAIL) REPORT					
9,1994 10:19	PAGE 3				JUN
TRANSACTION	POINT	CONTROL	TDA	TRANSACTION	
NUMBER	NUMBER	NUMBER	DATE		
1ST QTR		2ND QTR	3RD QTR	4TH QTR	
TOTAL					
DESCRIPTION					

APPROPRIATION: 36_0151.007					
688-94-0064	9988		APR 26,1994		
		100.00			
		100.00			

SUBTOTAL	-35.01	0.00	0.00		0.00
	-35.01				

SUBTOTAL	-35.01	0.00		0.00	
0.00	-35.01				

TOTAL	2039303.10	3672205.20	25045203.33	14059274.44
	44815986.07			

4.7.5 Appropriation Summary Totals

4.7.5.1 Introduction

Use this option to generate a report of TDAs received by the facility. This report is only a summary, and prints only the total dollar value of all the quarters funded. The first line is a Control Point subtotal; the second is a subtotal of the appropriation number. A grand total is given for the station number.

4.7.5.2 Compile/Print Report

Enter a station number and a fiscal year. IFCAP will list the total amounts for each appropriation and every Control Point within that appropriation. The report will also list totals for all of the appropriations combined.

```

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
DEVICE:    LAT
FUNDS DISTRIBUTION APPROPRIATION SUMMARY (TOTALS)
9,1994  11:50    PAGE 1
QTR      TOTAL    1ST QTR    2ND QTR    3RD QTR    4TH
-----
APPROPRIATION: 688-94-36/_0161.001
SUBTOTAL    CONTROL POINT: 019 SPD
1.30        1.10        1.20
SUBTOTAL    1.10        1.40        5.00        1.30
            1.40        5.00

APPROPRIATION: 688-94-36_0151.007
SUBTOTAL    CONTROL POINT: 101 LAB TESTING 101
22794.04    -2116.99    -341.00    999601.03
            1019937.08

SUBTOTAL    CONTROL POINT: 102 LAB TESTING 102
400.00      2300.00    200.00    45800.00
            48700.00
SUBTOTAL    183.01    -141.00    1045401.03
23194.04    1068637.08

APPROPRIATION: 688-94-36_0160.020
SUBTOTAL    CONTROL POINT: 9988 LAB TESTING 988 S
0.00        -35.01    0.00        0.00
SUBTOTAL    -35.01    0.00        -35.01    0.00
            0.00        -35.01

TOTAL      2039303.10    3672205.20    25045203.33    14059274.44

```

44815986.07

4.7.6 FTEE Summary by Appropriation

4.7.6.1 Introduction

This option prints a report (by Appropriation) of FTEE (Full Time Employee Equivalent) information received on TDAs by station number and Fiscal Year. The report prints the amount of FTEE assigned to each TDA number.

4.7.6.2 Compile/Print Report

Enter a station number and a fiscal year. IFCAP will display each appropriation and the TDAs for that appropriation, and the FTEE for each TDA.

Select STATION NUMBER ('^' TO EXIT): 688//					WASHINGTON,DC				
Select FISCAL YEAR ('^' to EXIT): 94//									
DEVICE: LAT RIGHT MARGIN: 80//									
FTEE SUMMARY BY APPROPRIATION					JUN 9,1994				
12:08 PAGE 1									
TDA					NON				
TOTAL					RECURRING	RECUR	TRNG		
NUMBER	TDA DATE	NUMBER			FTEE	FTEE			
FTEE	FTEE								
DESCRIPTION									

APPROPRIATION: 688-94-36_0151.007									
1	MAY 31,1994	688-94-0092							
	0.0								
TO ALLOW RECEIVING REPORT TEST									
432	MAY 26,1994	688-94-0085							
	0.0								
TESTING									
460	JUN 3,1994	688-94-0089				120.0			
10.0	100.0	230.0							
Training program									

SUBTOTAL						120.0			
10.0	100.0	230.0							

TOTAL						120.0			
10.0	100.0	230.0							

4.8 Supplementary Options in the Budget Distribution Reports Menu

This menu contains options that generate quarterly, biannual and fiscal year Budget Distribution Reports (RD285). The instructions in the next section will use the Complete Fiscal Year report as an example.

4.8.1 Budget Distribution Reports

1st Quarter Report

This report presents the data for the 1st quarter of a specified Fiscal year.

2nd Quarter Report

This report presents the data for the 2nd quarter of a specified Fiscal year.

3rd Quarter Report

This report presents the data for the 3rd quarter of a specified Fiscal year.

4th Quarter Report

This report presents the data for the 4th quarter of a specified Fiscal year.

April - September

This report presents the data for the second half of the Fiscal year.

October - March

This report presents the data for the 1st half of a specified Fiscal year.

Complete Fiscal Year

This report presents the data for the full Fiscal year.

4.8.1.1 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Print Menu from the Funds Distribution Program Menu.

Select Budget Distribution Reports Menu from the Print Menu.

Select a report duration from the Budget Distribution Reports Menu. You can select a report for a quarter, a six-month report, or a report for the entire fiscal year.

```

Accounting Technician Menu ...
Funds Distribution Program Menu ...
Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...

Select Funds Distribution Program Menu Option: Print Menu

Selected Control Points
Range of Transactions
Transfer of Disbursing Authority
Detailed Appropriation Summary
Appropriation Summary Totals
FTEE Summary by Appropriation
Budget Distribution Reports Menu ...
Control Point List
FCP BOC List
Control Point PO List
Audit Reports Menu ...
826 (IFCAP) Report
Detailed Report of Unpaid PC Transactions by FCP
Display 2237 Request
    
```

Supplementary Budget Analyst Menu Options

```
FCP Accounting Elements
Fiscal Daily Review
Fiscal Pending Action
History of Purchase Card Transactions
Purchase Card Statistics
Reconciled Purchase Card Transactions
Unreconciled Austin Payment Transactions
Unreconciled Purchase Card Transactions
Year To Date Accrual

Select Print Menu Option: Budget Distribution Reports Menu

1st Quarter Report
2nd Quarter Report
3rd Quarter Report
4th Quarter Report
April - September
October - March
Complete Fiscal Year

Select Budget Distribution Reports Menu Option: Complete Fiscal Year
```

4.8.1.2 Compile/Print Report

Select a Station Number and a fiscal year. IFCAP will print the report, listing the budget distribution by budget sort category.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 93// 94
...Excuse me, Let me put you on 'HOLD' for a second...
DEVICE:  LAT      RIGHT MARGIN: 80//
BUDGET DISTRIBUTION SUMMARY  ENTIRE FISCAL YEAR

      JUN  9,1994  12:29      PAGE 1
TRANSACTION  TDA
NUMBER              NUMBER    OCT - CUM    NOV - CUM    DEC - CUM    JAN - CUM
FEB - CUM    MAR - CUM
APR - CUM    MAY - CUM    JUN - CUM    JUL - CUM    AUG - CUM    SEP - CUM
DESCRIPTION
-----
      BUDGET SORT CATEGORY: 26 TRAINING
688-94-0089      460
                  Training program
-----
SUBTOTAL
0.00      0.00      0.00      0.00      0.00      0.00      0.00
0.00      0.00      0.00      0.00      0.00      0.00      0.00
0.00      0.00      0.00
-----
TOTAL
0.00      0.00      0.00      0.00      0.00      0.00      0.00
0.00      0.00      0.00      0.00      0.00      0.00      0.00
0.00      0.00      0.00
```

4.8.2 Control Point List

4.8.2.1 Introduction

Use this option to print the over commit status of the Control Points and what users are assigned to each Control Point.

4.8.2.2 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Print Menu from the Funds Distribution Program Menu.

Select Control Point List from the Print Menu.

```

Accounting Technician Menu ...
Funds Distribution Program Menu ...
Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...

Select Funds Distribution Program Menu Option: Print Menu

Selected Control Points
Range of Transactions
Transfer of Disbursing Authority
Detailed Appropriation Summary
Appropriation Summary Totals
FTEE Summary by Appropriation
Budget Distribution Reports Menu ...
Control Point List
FCP BOC List
Control Point PO List
Audit Reports Menu ...
826 (IFCAP) Report
Detailed Report of Unpaid PC Transactions by FCP
Display 2237 Request
FCP Accounting Elements
Fiscal Daily Review
Fiscal Pending Action
History of Purchase Card Transactions
Purchase Card Statistics
Reconciled Purchase Card Transactions
Unreconciled Austin Payment Transactions
Unreconciled Purchase Card Transactions
Year To Date Accrual

Select Print Menu Option: Control Point List

```

4.8.2.3 Compile/Print Report

IFCAP will print the program, name and number of each Control Point, what over commit status has been assigned to it, the users of that Control Point, and their level of access. After printing the report, IFCAP will return to the Print Menu.

LIST OF CONTROL POINTS		OCT 5,1994 12:08	PAGE 1
SERVICE			
ROLL			
OVER	OVERCOMMIT?	USER	LEVEL OF ACCESS

CONTROL POINT: 066 NEW FCP TEST			

Supplementary Budget Analyst Menu Options

```
CDL
FUND: 0129A1          A/O: 10          PGM: 70
FCP/PRJ: AB3118       OC:              JOB:
      NO OVERCOMMIT PERMIT
      TSAI,PEI                CONTROL POINT OFFICIAL

      CONTROL POINT: 101 LAB TESTING 101
```

```
FIS
FUND: 0160A1          A/O: 10          PGM: 70
FCP/PRJ: 300          OC:              JOB:
033  CURRENT AND FUTURE Q
      MESSINA,DANIEL    CONTROL POINT OFFICIAL
      JONES,RICK        CONTROL POINT OFFICIAL
```

```
Selected Control Points
Range of Transactions
Transfer of Disbursing Authority
Detailed Appropriation Summary
Appropriation Summary Totals
FTEE Summary by Appropriation
Budget Distribution Reports Menu ...
Control Point List
FCP BOC List
Control Point PO List
Audit Reports Menu ...
826 (IFCAP) Report
Detailed Report of Unpaid PC Transactions by FCP
Display 2237 Request
FCP Accounting Elements
Fiscal Daily Review
Fiscal Pending Action
History of Purchase Card Transactions
Purchase Card Statistics
Reconciled Purchase Card Transactions
Unreconciled Austin Payment Transactions
Unreconciled Purchase Card Transactions
Year To Date Accrual
```

Select Print Menu Option:

4.8.3 FCP BOC List

4.8.3.1 Introduction

This report is similar to the one on the Cost Center Management menu, but lists the Control Points and their associated budget object codes. This report is very long.

4.8.3.2 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Print Menu from the Funds Distribution Program Menu.

Select FCP BOC List from the Print Menu.

```
Accounting Technician Menu ...
Funds Distribution Program Menu ...
Payment/Invoice Tracking Menu ...
```

```

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

    Transaction Menu ...
    Budget Utilities Menu ...
    Print Menu ...

Select Funds Distribution Program Menu Option: Print Menu

    Selected Control Points
    Range of Transactions
    Transfer of Disbursing Authority
    Detailed Appropriation Summary
    Appropriation Summary Totals
    FTEE Summary by Appropriation
    Budget Distribution Reports Menu ...
    Control Point List
    FCP BOC List
    Control Point PO List
    Audit Reports Menu ...
    826 (IFCAP) Report
    Detailed Report of Unpaid PC Transactions by FCP
    Display 2237 Request
    FCP Accounting Elements
    Fiscal Daily Review
    Fiscal Pending Action
    History of Purchase Card Transactions
    Purchase Card Statistics
    Reconciled Purchase Card Transactions
    Unreconciled Austin Payment Transactions
    Unreconciled Purchase Card Transactions
    Year To Date Accrual

Select Print Menu Option: FCP BOC List
    
```

4.8.3.3 Compile/Print Report

IFCAP will print a report listing the available budget object codes for every Control Point.

DEVICE: LAT	RIGHT MARGIN: 80//		
FCP BOC LIST		JUN 10,1994 14:22	PAGE 1
	COST		
CONTROL POINT	CENTER	OVERCOMMIT?	
AUTHORIZED BOC			

009 TRAINEE SALARIES	8401	CURRENT AND FUTURE QUARTERS	
1031 Other Health Technicians and Aides not Previously Identified			
1043 VA Fellows as RWJ Clinical Scholars			

4.8.4 Control Point PO List

4.8.4.1 Introduction

This option lists the status of purchase orders, listed by Control Point for a range of dates that you specify.

4.8.4.2 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Print Menu from the Funds Distribution Program Menu.

Select Control Point PO List from the Print Menu.

```
Accounting Technician Menu ...
Funds Distribution Program Menu ...
Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...

Select Funds Distribution Program Menu Option: Print Menu

Selected Control Points
Range of Transactions
Transfer of Disbursing Authority
Detailed Appropriation Summary
Appropriation Summary Totals
FTEE Summary by Appropriation
Budget Distribution Reports Menu ...
Control Point List
FCP BOC List
Control Point PO List
Audit Reports Menu ...
826 (IFCAP) Report
Detailed Report of Unpaid PC Transactions by FCP
Display 2237 Request
FCP Accounting Elements
Fiscal Daily Review
Fiscal Pending Action
History of Purchase Card Transactions
Purchase Card Statistics
Reconciled Purchase Card Transactions
Unreconciled Austin Payment Transactions
Unreconciled Purchase Card Transactions
Year To Date Accrual

Select Print Menu Option: Control Point PO List
```

4.8.4.3 Compile/Print Report

IFCAP will print the FCP PO Status Report, which lists every active purchase order for each Control Point.

```
START WITH FCP: FIRST//
START WITH DATE SIGNED: FIRST//
DEVICE: LAT RIGHT MARGIN: 80//
FCP PO STATUS
10,1994 14:50 PAGE 1 JUN
P.O. # STATUS PO DATE
TOTAL
-----
-----
```

FCP: 101 ISC2			
B40034	Pending Fiscal Action	MAR	9,1994
503.00			
B40029	Pending Fiscal Action	MAR	4,1994
503.00			
B40028	Pending PPM Clerk Signature	MAR	4,1994
24.00			
B40027	Pending Fiscal Action	MAR	4,1994
40.00			
B40026	Pending Fiscal Action	MAR	3,1994
24.00			
B40025	Pending Fiscal Action	MAR	3,1994
84.00			
B40024	Ordered and Obligated	MAR	2,1994
254.75			
B40023	Pending Fiscal Action	FEB	24,1994
100.00			
B40021	Pending Fiscal Action	FEB	24,1994
20.00			
B40019	Pending Fiscal Action	FEB	24,1994
0.25			
B40017	Pending Fiscal Action	FEB	23,1994
0.25			
B40016	Partial Order Received (Amended)	FEB	22,1994
257.51			
B40013	Pending Fiscal Action	FEB	4,1994
251.00			

SUBTOTAL			
	2061.76		
FCP PO STATUS			
10,1994	14:50	PAGE 2	JUN
P.O. #	STATUS		PO DATE
	TOTAL		

FCP: 102 LAB TESTING 102			
B40058	Ordered and Obligated (Amended)	JUN	7,1994
47.92			

SUBTOTAL			
	47.92		

TOTAL			
	2109.68		

4.8.5 826 (IFCAP) Report

4.8.5.1 Introduction

Use this option to list Ceiling Transaction Totals for user-selected Quarter and FYTD obligations for Control Points. It also lists by Control Point within Appropriation. Using this option will list ceiling transactions, obligations, unobligated balances and FYTD obligations for Control Points within a specified quarter.

4.8.5.2 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Supplementary Budget Analyst Menu Options

Select Print Menu from the Funds Distribution Program Menu.

Select 826 (IFCAP) Report from the Print Menu.

```
Accounting Technician Menu ...
Funds Distribution Program Menu ...
Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...

Select Funds Distribution Program Menu Option: Print Menu

Selected Control Points
Range of Transactions
Transfer of Disbursing Authority
Detailed Appropriation Summary
Appropriation Summary Totals
FTEE Summary by Appropriation
Budget Distribution Reports Menu ...
Control Point List
FCP BOC List
Control Point PO List
Audit Reports Menu ...
826 (IFCAP) Report
Detailed Report of Unpaid PC Transactions by FCP
Display 2237 Request
FCP Accounting Elements
Fiscal Daily Review
Fiscal Pending Action
History of Purchase Card Transactions
Purchase Card Statistics
Reconciled Purchase Card Transactions
Unreconciled Austin Payment Transactions
Unreconciled Purchase Card Transactions
Year To Date Accrual

Select Print Menu Option: 826 (IFCAP) Report
```

4.8.5.3 Compile/Print Report

Enter a station number and a Control Point. Enter a fiscal year and a Control Point.

IFCAP will list the cost ceiling, obligations, unobligated balance, and obligations for the fiscal year to date for each Control Point, grouped by appropriation. The report will list totals for each appropriation and grand totals for the service. After printing the report, IFCAP will return to the Print Menu.

```
Select STATION NUMBER ('^' TO EXIT): 503//          ALTOONA, PA
Select FISCAL YEAR ('^' to EXIT): 94//
Select FISCAL QUARTER: 3//
DEVICE: HOME//   LAT   RIGHT MARGIN: 80//

STATUS OF FUNDS - 826 REPORT          STATION NO: 503          PAGE: 1

* = DEACTIVATED CONTROL POINT
```

Supplementary Budget Analyst Menu Options

FISCAL YEAR: 94			
QUARTER: 3			
UNOBLIGATED			
BALANCE	FYTD	COST CEILING	OBLIGATIONS
FUND CONTROL POINT		FOR QTR	FOR QTR
FOR QTR	OBLIGATIONS		

APPROPRIATION: 364/_0161.001			
019 SPD		1,005,000.00	0.00
1,005,000.00		531.21	
033 PHARMACY		1,853,476.00	0.00
1,853,476.00	0.00		
120 DIETETIC SU		1,000,000.00	0.00
1,000,000.00	0.00		
203 STUDENT		2,000,000.00	1,000,000.00
1,000,000.00	0.00		
204 STUDENT		2,000,000.00	1,000,000.00
1,000,000.00	0.00		
205 STUDENT		2,000,000.00	1,000,000.00
1,000,000.00	0.00		
206 STUDENT		2,000,000.00	1,000,000.00
1,000,000.00	0.00		
207 STUDENT		2,000,000.00	0.00
2,000,000.00	0.00		
208 STUDENT		1,000,000.00	0.00
1,000,000.00	0.00		
TOTAL:		14,858,476.00	4,000,000.00
10,858,476.00		531.21	
APPROPRIATION: 364/_0181			
201 LAB TESTING		2,000,000.00	1,000,000.00
1,000,000.00	0.00		
202 LAB TESTING		2,000,000.00	1,000,000.00
1,000,000.00	0.00		
TOTAL:		4,000,000.00	2,000,000.00
2,000,000.00	0.00		
STATION TOTALS:		18,858,476.00	6,000,000.00
12,858,476.00		531.21	
Selected Control Points Range of Transactions Transfer of Disbursing Authority Detailed Appropriation Summary Appropriation Summary Totals FTEE Summary by Appropriation Budget Distribution Reports Menu ... Control Point List FCP BOC List Control Point PO List Audit Reports Menu ... 826 (IFCAP) Report Detailed Report of Unpaid PC Transactions by FCP Display 2237 Request FCP Accounting Elements Fiscal Daily Review Fiscal Pending Action History of Purchase Card Transactions Purchase Card Statistics Reconciled Purchase Card Transactions			

Supplementary Budget Analyst Menu Options

```
Unreconciled Austin Payment Transactions
Unreconciled Purchase Card Transactions
Year To Date Accrual
Select Print Menu Option:
```

4.8.6 Display 2237 Request

4.8.6.1 Introduction

This option allows you to print a 2237 for any Control Point you are authorized to use.

4.8.6.2 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Print Menu from the Funds Distribution Program Menu.

Select Display 2237 Request from the Print Menu.

```
Accounting Technician Menu ...
Funds Distribution Program Menu ...
Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...

Select Funds Distribution Program Menu Option: Print Menu

Selected Control Points
Range of Transactions
Transfer of Disbursing Authority
Detailed Appropriation Summary
Appropriation Summary Totals
FTEE Summary by Appropriation
Budget Distribution Reports Menu ...
Control Point List
FCP BOC List
Control Point PO List
Audit Reports Menu ...
826 (IFCAP) Report
Detailed Report of Unpaid PC Transactions by FCP
Display 2237 Request
FCP Accounting Elements
Fiscal Daily Review
Fiscal Pending Action
History of Purchase Card Transactions
Purchase Card Statistics
Reconciled Purchase Card Transactions
Unreconciled Austin Payment Transactions
Unreconciled Purchase Card Transactions
Year To Date Accrual s

Select Print Menu Option: Display 2237 Request
```


4.8.6.3 Select Transaction

Enter a fiscal year and a fiscal quarter. Enter a Control Point and a transaction number. If you do not know the transaction number, enter three question marks at the Select Control Point Activity Transaction Number: prompt, and IFCAP will display the available transactions. Once you have chosen a transaction, IFCAP will display the 2237 form (Estimated Miscellaneous Obligation or Change in Obligation) for that transaction.

Select FISCAL YEAR: 94//		
Select QUARTER: 3//		
Select CONTROL POINT: 101 LAB TESTING 101		
...OK? Yes// (Yes)		
Select CONTROL POINT ACTIVITY TRANSACTION NUMBER: ???		
Attempting lookup in transaction file.		
Attempting lookup using 688-94-3-101 (STA # - FY - QTR - FCP)		
1	688-94-3-101-0138	OBL JOHN'S COMPUTER STOR C45097
2	688-94-3-101-0139	OBL MILAN
TEST ITEM #11		
3	688-94-3-101-0140	OBL CENTRAL BUSINESS SUP
4	688-94-3-101-0141	OBL JOHN'S COMPUTER STOR C45107
5	688-94-3-101-0143	OBL
TYPE '^' TO STOP, OR		
CHOOSE 1-5: 4		
688-94-3-101-0141	JUN 10,1994@15:17:31	PAGE 1
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION		
Requestor: GRIBSCHAW,STEPHEN	Date Requested: APR 8,1994	Obligation No.: 688-C45107
Vendor: JOHN'S COMPUTER STORE	Contract Number:	
Name and Title Approving Off.: STEPHEN GRIBSCHAW 04	Signature: /ES/STEPHEN GRIBSCHAW	Date Signed: APR 8,1994@08:18:
FUND CERTIFICATION: The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.		
Appropriation & Acct. Symbols: 688-3640151-101-820111-2343	Obligated By: /ES/STEPHEN GRIBSCHAW	Date Obligated: APR 8,1994
688-94-3-101-0141	688-C45107	PAGE 2
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION		
Purpose: 1358 DEMO		
ESTIMATED OBLIGATION RECAP		
DATE	REF#	CPA#
04/08	0001	688-94-3-101-0141
04/08	0002	688-94-3-101-0142
AMOUNT		BALANCE
\$ 5000.00		\$ 5000.00
\$ -2000.00		\$ 3000.00
AUTHORIZATION & ORDER RECORD		LIQUIDATION RECORD

Supplementary Budget Analyst Menu Options

DATE	SEQ#	REFERENCE	AUTH. AMOUNT	AUTH. BALANCE	CUMULATIVE AUTH. AMT.	LIQUID	UNLIQ BAL
688-94-3-101-0142				688-C45107			PAGE 3
ESTIMATED MISCELLANEOUS OBLIGATION OR CHANGE IN OBLIGATION							
AUTHORIZATION & ORDER RECORD				LIQUIDATION RECORD			
DATE	SEQ#	REFERENCE	AUTH. AMOUNT	AUTH. BALANCE	CUMULATIVE AUTH. AMT.	LIQUID	UNLIQ BAL
TOTALS			\$ 0.00	\$ 0.00	\$ 0.00		\$ 3000.00
VA FORM 4-1358a-ADP (NOV 1987)							

4.8.7 FCP Accounting Elements

4.8.7.1 Introduction

This option will list all Fund Control Points and their FMS accounting elements (station, fund, administrative office, program, FCP/PRJ (project), object class, job).

4.8.7.2 Menu Navigation

Select Funds Distribution Program Menu from the Funds Distribution & Accounting Menu.

Select Print Menu from the Funds Distribution Program Menu.

Select FCP Accounting Elements from the Print Menu.

```

Accounting Technician Menu ...
Funds Distribution Program Menu ...
Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...
FMS Documents Inquiry/Error Process ...
Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Print Menu

Selected Control Points
Range of Transactions
Transfer of Disbursing Authority
Detailed Appropriation Summary
Appropriation Summary Totals
FTEE Summary by Appropriation
Budget Distribution Reports Menu ...
Control Point List
FCP BOC List
Control Point PO List
Audit Reports Menu ...
826 (IFCAP) Report
Detailed Report of Unpaid PC Transactions by FCP
Display 2237 Request
FCP Accounting Elements
Fiscal Daily Review

```

```

Fiscal Pending Action
History of Purchase Card Transactions
Purchase Card Statistics
Reconciled Purchase Card Transactions
Unreconciled Austin Payment Transactions
Unreconciled Purchase Card Transactions
Year To Date Accrual
Select Print Menu Option: FCP Accounting Elements

```

4.8.7.3 Select Sort By Criteria

Press the Enter key at the Sort By: prompt to sort the list by Fund Control Point number, or enter a question mark to list all the other ways you can sort the information in the report.

```

SORT BY: NUMBER// ?
ANSWER WITH FIELD NUMBER, OR LABEL
Do you want the entire FIELD List? Y (Yes)
CHOOSE FROM:
.01          STATION NAME
1            CONTROL POINT NAME (multiple)
2            FUND RELEASING OFFICIAL (multiple)
3            STATION OVERCOMMIT SWITCH
3.1          STATION ROLLOVER OF EOQ BAL.
4            SUPPLY FUND CAP
5            INVENTORY VALUE
6            DUE-IN VALUE
7            TOTAL CAP AVAILABLE
8            PRINT ON DEMAND
9            STATION OPEN QUARTER DATE
10           EDI ORDER RELEASE
11           SITE ALL/DELIVERY ORDER SWITCH

TYPE '-' IN FRONT OF NUMERIC-VALUED FIELD TO SORT FROM HI TO LO
TYPE '+' IN FRONT OF FIELD NAME TO GET SUBTOTALS BY THAT FIELD,
      '#' TO PAGE-FEED ON EACH FIELD VALUE, '!' TO GET RANKING NUMBER,
      '@' TO SUPPRESS SUB-HEADER, ']' TO FORCE SAVING SORT TEMPLATE
TYPE ';TXT' AFTER FREE-TEXT FIELDS TO SORT NUMBERS AS TEXT
TYPE [TEMPLATE NAME] IN BRACKETS TO SORT BY PREVIOUS SEARCH RESULTS
TYPE 'BY(0)' TO DEFINE RECORD SELECTION AND SORT ORDER
SORT BY: NUMBER//

```

4.8.7.4 Compile/Print Report

You can limit the report to start at a number, station name, etc., that you specify, or press the Enter key at the Start With: prompt to list all data. Enter an output device. IFCAP will list the Fund Control Point accounting elements, sorted by the criterion that you specified at the Sort By: prompt. After printing or displaying the report, IFCAP will return to the Print Menu.

```

START WITH NUMBER: FIRST//
DEVICE:  LAT      RIGHT MARGIN: 80//

FUND CONTROL POINT ACC. ELEMENTS LIST          NOV  2,1994  15:11    PAGE 1
CONTROL POINT                                ACTIVE/INACTIVE

FUND      A/O      PROGRAM      FCP/PRJ      JOB          CLASS          OBJECT
-----
STATION: 61

```

Supplementary Budget Analyst Menu Options

```
STATION: 123
STATION: 452
STATION: 503
FCP:
FCP: 101 TEST CP
    91      02      AA      894      11
FCP: 111 FIRST
    50      02      AA      894      11      24
STATION: 695

    Selected Control Points
    Range of Transactions
    Transfer of Disbursing Authority
    Detailed Appropriation Summary
    Appropriation Summary Totals
    FTEE Summary by Appropriation
    Budget Distribution Reports Menu ...
    Control Point List
    FCP BOC List
    Control Point PO List
    Audit Reports Menu ...
    826 (IFCAP) Report
    Detailed Report of Unpaid PC Transactions by FCP
    Display 2237 Request
    FCP Accounting Elements
    Fiscal Daily Review
    Fiscal Pending Action
    History of Purchase Card Transactions
    Purchase Card Statistics
    Reconciled Purchase Card Transactions
    Unreconciled Austin Payment Transactions
    Unreconciled Purchase Card Transactions
    Year To Date Accrual

Select Print Menu Option:
```

4.9 Options in the Audit Reports Menu

```
Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...
FMS Documents Inquiry/Error Process ...
Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Print Menu

    Selected Control Points
    Range of Transactions
    Transfer of Disbursing Authority
    Detailed Appropriation Summary
    Appropriation Summary Totals
    FTEE Summary by Appropriation
    Budget Distribution Reports Menu ...
    Control Point List
    FCP BOC List
    Control Point PO List
```

```

Audit Reports Menu ...
826 (IFCAP) Report

Detailed Report of Unpaid PC Transactions by FCP

Display 2237 Request
FCP Accounting Elements
Fiscal Daily Review
Fiscal Pending Action
History of Purchase Card Transactions
Purchase Card Statistics
Reconciled Purchase Card Transactions
Unreconciled Austin Payment Transactions
Unreconciled Purchase Card Transactions
Year To Date Accrual

Select Print Menu Option: Audit Reports Menu
Control Point Activity File Inquiry
Procurement and Accounting Transactions Inquiry

Select Audit Reports Menu Option:

```

4.9.1 Control Point Activity File Inquiry

4.9.1.1 Introduction

This option lists all of the information available for a transaction, including its source of funds, the date it was obligated, and who made the request.

4.9.1.2 Select Transaction Number

Enter a transaction number at the Select Control Point Activity Number: prompt. If you do not know the transaction number, enter three question marks at the prompt and IFCAP will list the available transactions.

```

Select CONTROL POINT ACTIVITY NUMBER: ???

CHOOSE FROM:
503-93-2-009-0001   OBL           C30001
503-93-2-009-0002   OBL           C30002
503-93-2-009-0003   OBL           C30003
503-93-2-009-0004   OBL           C30004
503-93-2-009-0005   OBL           C30005
503-93-2-009-0006   OBL           C30006
503-93-2-009-0007   ADJ           C30001
503-93-2-009-0008   ADJ           C30001
503-93-2-009-0009   ADJ           C30001
503-93-2-009-0010   OBL
503-93-2-009-0011   OBL

Select CONTROL POINT ACTIVITY NUMBER: 0009  688-94-3-8101-0009

```

4.9.1.3 Interpreting the Processing History

IFCAP will list the “processing history” of the transaction, including the Control Point, the name of the requestor, and the cost of the transaction. You may look at the processing

Supplementary Budget Analyst Menu Options

history of another transaction by entering another transaction number at the Select Control Point Activity Number: prompt or press the Enter key to return to the Audit Reports Menu.

```
Processing History for:

TRANSACTION NUMBER: 688-94-3-8101-0009  TRANSACTION TYPE: OBLIGATION
FORM TYPE: 1358 ORDER                     STATION NUMBER: 688
DATE OF REQUEST: SEP 1700                 CONTROL POINT: 8101 KATEY
ACCOUNTING DATA: 3640151.007             COST CENTER: 820111 LAB TEST CC
BOC1: 2580 Miscellaneous Contractual      BOC1 $ AMOUNT: 40000
BBFY: 1994                                FCP/PRJ: 0100201A3
COMMITTED (ESTIMATED) COST: 40000         DATE COMMITTED: JUN  1, 1994
TRANSACTION $ AMOUNT: 40000              REQUESTOR: NOONAN,KATYE
VALIDATION VERSION: 1
JUSTIFICATION: TEST

Select CONTROL POINT ACTIVITY NUMBER:

Control Point Activity File Inquiry
Procurement and Accounting Transactions Inquiry

Select Audit Reports Menu Option:
```

4.9.2 Procurement and Accounting Transactions Inquiry

4.9.2.1 Introduction

This option creates a report of the “processing history” of the transaction, including the Control Point, the budget object code (BOC), and the item description. This is a long report.

4.9.2.2 Select Transaction Number

Enter a transaction number at the Control Point Activity Number: prompt. If you do not know the transaction number, enter three question marks at the prompt and IFCAP will display the available transactions.

```
Select CONTROL POINT ACTIVITY NUMBER:???
```

CHOOSE FROM:					
503-A30001	04-13-93	ST	Complete Order Received		
	FCP: 019		\$ 74.00		
503-A30002	04-28-93	ST	Complete Order Received But Not Ob	FCP: 019	
\$ 42.00					
503-A30003	04-28-93	ST	Complete Order Received But Not Ob	FCP: 019	
\$ 199.80					
503-A30004	05-05-93	ST	Complete Order Received But Not Ob	FCP: 019	
\$ 119.48					
503-A30005	08-04-93	ST	Complete Order Received		
FCP: 7001	\$ 100.00				
503-A30006	08-31-93	ST	Complete Order Received But Not Ob	FCP: 019	
\$ 11.34					
503-A30007	09-02-93	ST	Complete Order Received But Not Ob	FCP: 019	
\$ 20.00					
503-A30008	09-30-93	ST	Complete Order Received But Not Ob	FCP: 019	
\$ 577.00					
503-A30009	10-04-93	ST	Complete Order Received		

FCP: 019	\$ 68.04		
503-A30010	10-04-93	ST	Complete Order Received
FCP: 7001	\$ 130.41		
503-A30011	10-04-93	ST	Transaction Complete
FCP: 7001	\$ 150.06		
Select CONTROL POINT ACTIVITY NUMBER: A30001 503-A30001 04-13-93 ST			
Complete Order Received			
FCP: 019	\$ 74.00		

4.9.2.3 Interpreting the Processing History

IFCAP will list the “processing history” of the transaction, including the Control Point, the budget object code (BOC), and the item description. You cannot edit a transaction once it has been released to Fiscal: you can only view it. IFCAP will list the “processing history” of the transaction, including the budget object code, the name of the requestor, and the cost of the transaction. You cannot edit a transaction once it has been released to Fiscal: you can only view it. You may look at the processing history of another transaction by entering another transaction number at the Select Procurement & Accounting Transactions Purchase Order Number: prompt or press the Enter key to return to the Audit Reports Menu.

```

Processing History for:

PURCHASE ORDER NUMBER: 503-A30001
METHOD OF PROCESSING: INVOICE/RECEIVING REPORT
FCP: 019 SPD                                APPROPRIATION: 3630160.001.01
COST CENTER: 828100
BOC1: 2632 Other Medical and Dental Supplies
SUBAMOUNT1: 74                             DELIVERY DATE: APR 14, 1993
PRIMARY 2237: 503-93-3-019-0032             EST. SHIPPING AND/OR HANDLING: $25.00
LINE ITEM COUNT: 3                          TOTAL AMOUNT: 74
NET AMOUNT: 74                             LIQUIDATED AMOUNT: 74
EST. SHIPPING LINE ITEM NO.: 3              VENDOR: KENDALL CO/HOSPITAL PRODUCTS DIV
REQUESTING SERVICE: SPD                     SHIP TO: WAREHOUSE
VERBAL PURCHASE ORDER (Y/N): YES            CONFIRMATION COPY (Y/N): NO
F.O.B. POINT: ORIGIN                        SOURCE CODE: 2
PROPOSAL: N/A                              PRIORITY OF 2237: EMERGENCY
PURCHASING/PPM AGENT: TEACHER,ONE          DELIVERY LOCATION: SPD
P.O. DATE: APR 13, 1993                     EMERGENCY ORDER?: YES
EXPENDABLE/NONEXPENDABLE: EXPENDABLE       LOCAL PROCUREMENT REASON CODE: 1
CERTIFIED P.O.: NO

LINE ITEM NUMBER: 1                        QUANTITY: 5
UNIT OF PURCHASE: BX                       BOC: 2632 Other Medical and Dental
ITEM MASTER FILE NO.: 30                   EST. UNIT COST: 5
ACTUAL UNIT COST: $5.0000                  2237 REFERENCE #: 503-93-3-019-0032
PACKAGING MULTIPLE: 6                      NSN: 6510-01-344-4047
SKU: RO                                    UNIT CONVERSION FACTOR: 6

DESCRIPTION:
ADHESIVE TAPE
TOTAL COST: 25                             FEDERAL SUPPLY CLASSIFICATION: 6510
DESCRIPTION LINE COUNT: 1
OBLIGATED BOC: 2632 Other Medical and Dental Supplies
QUANTITY PREVIOUSLY RECEIVED: 5
DATE RECEIVED: APR 13, 1993                QTY BEING RECEIVED: 5
AMOUNT: 25                                PARTIAL NUMBER: 1
CONSUMER LEVEL: 96                         DO NOT B/O: DO NOT B/O
LINE ITEM NUMBER: 2                        QUANTITY: 24
UNIT OF PURCHASE: EA                       BOC: 2632 Other Medical and Dental
ITEM MASTER FILE NO.: 43                   EST. UNIT COST: 1

```

Supplementary Budget Analyst Menu Options

ACTUAL UNIT COST: \$1.0000		2237 REFERENCE #: 503-93-3-019-0032	
PACKAGING MULTIPLE: 1		NSN: 6505-01-269-1744	
SKU: EA		UNIT CONVERSION FACTOR: 1	
DESCRIPTION:			
APHERESIS KIT-BLOOD CELLS-CONTAINS ONE 100ML BOTTLE OF 9% SODIUM CHLORIDE			
TOTAL COST: 24		FEDERAL SUPPLY CLASSIFICATION: 6505	
DESCRIPTION LINE COUNT: 3			
OBLIGATED BOC: 2632 Other Medical and Dental Supplies			
QUANTITY PREVIOUSLY RECEIVED: 24			
DATE RECEIVED: APR 13, 1993		QTY BEING RECEIVED: 24	
AMOUNT: 24		PARTIAL NUMBER: 1	
CONSUMER LEVEL: 40		DO NOT B/O: DO NOT B/O	
DRUG TYPE CODE: OTHER DRUGS			
PROMPT PAYMENT PERCENT: NET		DAYS (TERM): 30	
SUPPLY STATUS: Complete Order Received			
SUPPLY STATUS ORDER: 30		ESTIMATED ORDER?: NO	
FISCAL STATUS ORDER: 35			
AMOUNT: 74		TYPE CODE: A2	
COMP. STATUS/BUSINESS: Z2		PREF. PROGRAM: K	
BREAKOUT CODE: OO			
TT/DATE/REF: 921.00.041393.A30001APR 13,1993@16:38:33			
OBLIGATED BY: TEACHER,ONE		CODE SHEET NUMBER: 2970	
VALIDATION CODE: /ES/IFCAP INSTRUCTOR		DATE SIGNED: APR 13, 1993@16:38:33	
VALIDATION VERSION: 1		ESIG CODE: 10454	
TT/DATE/REF: DEC 8,1993@13:08:32			
CODE SHEET NUMBER: 3012		OBLIGATED BY: GNOFFO,ROSE T.	
DATE SIGNED: DEC 8, 1993@13:08:32		VALIDATION CODE: /ES/ROSE T. GNOFFO	
VALIDATION VERSION: 1			
ESIG CODE: 7151			
NUMBER: 1			
DATE: APR 13, 1993			
BOC1: 2632 Other Medical and Dental Supplies			
SUBAMOUNT1: 74		PROCESSED BY FISCAL?: YES	
WAREHOUSE APPROVED BY: TEACHER,ONE		VALIDATION CODE: /ES/IFCAP INSTRUCTOR	
FINAL: FINAL			
WAREHOUSE DATE/TIME SIGNED: APR 13, 1993@16:41:48			
TOTAL AMOUNT: 74		LINECOUNT: 2	
RECEIVED BY (PPM OR DELV.PT.): COGAR,RICHARD			
RECEIVED BY VALIDATION CODE: /ES/V(`7n:_F.NNhb\g\$pe\$			
DATE RECEIVED (AT DELV.PT.): APR 13, 1993@16:47:43			
RECEIVED BY (AT DELIVERY PT.): COGAR,RICHARD			
RCV.REPORT TRANS.TO AUSTIN: 503-RR-A30001-1			
LOG RR CODE SHEETS DONE?: NO		VALIDATION VERSION: 1	
ESIG CODE: 10454		RCVD BY VALIDATION VERSION: 1	
RCVD BY ESIG CODE: 16169			
PO PRINTED TIME: APR 13, 1993@16:38		VALIDATION CODE: /ES/IFCAP INSTRUCTOR	
VALIDATION DATE/TIME: APR 13, 1993@16:37			
AGENT ASSIGNED P.O.: TEACHER,ONE		DATE P.O. ASSIGNED: APR 13, 1993@16:34	
INVOICE ADDRESS: FMS-VA-1-503		EDI MESSAGE NO.: 3660	
VALIDATION VERSION: 1		ESIG CODE: 10454	
2237 REFERENCE NUMBER: 503-93-3-019-0032			
ACCOUNTABLE OFFICER: TEACHER,ONE		VALIDATION CODE: /ES/IFCAP INSTRUCTOR	
DATE SIGNED: APR 13, 1993			
CURRENT STATUS: Sent to Purchasing & Contracting			
CP FUND STATUS: INSUFFICIENT FUNDS		TYPE OF REQUEST: UNPOSTED	
SOURCE OF REQUEST: NOT AVAILABLE FROM ANY OF THESE SOURCES			
INVENTORY/DISTRIBUTION POINT: 688-SPD		ESIG CODE: 10454	
VALIDATION VERSION: 1			
PURCHASE METHOD: 3			
DEPARTMENT NUMBER: 421		DOCUMENT IDENTIFIER/COMMON NO.: A0001	
MONTH (c): 04		QUARTER (c): 3	
LAST DIGIT OF FISCAL YEAR (c): 3			
Select CONTROL POINT ACTIVITY NUMBER:			
Control Point Activity File Inquiry			
Procurement and Accounting Transactions Inquiry			

Select Audit Reports Menu Option:

4.10 Supplementary Options on the FCP/BOC/SA Management Menu

Options in the BOC Management Menu

```

    Accounting Technician Menu ...
    Funds Distribution Program Menu ...
    Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

    Transaction Menu ...
    Budget Utilities Menu ...
    Print Menu ...

Select Funds Distribution Program Menu Option: Budget Utilities Menu

    Edit Budget Categories
    FMS Exception Transaction Report
    Repost FMS Exceptions
    Clear FMS Add/Edit BOC
    Exception File Entries
    Clear Program Lock
    Dictionary Management Menu ...
    Create New Code Sheet
    Display Control Point Official's Balance
    FCP/BOC/SA Management Menu ...
    Recalculate All Fund Control Point Balances

Select Budget Utilities Menu Option: FCP/BOC/SA Management Menu

    BOC Management Menu ...
    Cost Center Management Menu ...
    Fund Control Point Management Menu ...

Select FCP/BOC/SA Management Menu Option: BOC Management Menu

    Add/Edit BOC
    Deactivate BOC
    Reactivate BOC
    BOC Listing
Select BOC Management Menu Option:

```

4.10.1.1 Add/Edit BOC

4.10.1.2 Introduction

This option allows you to add a new budget object code or change the name of an existing budget object code. Whenever the program offices in VA Central Office change the budget object codes that you use, you will have to use this option to make the necessary changes to the Budget Object Code File. You can use this option to create new entries or to change the name or number of existing entries.

4.10.1.3 Select Budget Object Code (BOC)

Enter a budget object code name. If you do not know the budget object code name, type three question marks at the Select Budget Object Code Name: prompt and IFCAP will list the available BOCs. You may also change the name and the description (but not the number) or the BOC using this option. You may add or edit another BOC at the Select next BOC: prompt, or press the Enter key to return to the BOC Management Menu.

```
Select BUDGET OBJECT CODE NAME: ???

CHOOSE FROM:
  1001          1001 Administrative Personnel not Otherwise Classified
  1002          1002 Clerical Personnel
  1008          1008 Wage Rate Employees

You may enter a new BUDGET OBJECT CODE, if you wish      Enter the 4 digit BOC
number, a space and the BOC name. Answer must be 3-79 characters in length

Select BUDGET OBJECT CODE NAME: 1014 Respiratory Therapist

Do you need to edit the Budget Object Code Name? NO// Y  (YES)
You may edit only the NAME of this Budget Object Code, you may NOT change the
number
Do you REALLY wish to change the NAME of this Budget Object Code? YES//  (YES)

Budget Object Code NAME: Respiratory Therapist//  Replace
DESCRIPTION:
  1>
Select next BOC:
      Add/Edit BOC
      Deactivate BOC
      Reactivate BOC
      BOC Listing
```

4.10.2 Deactivate BOC

4.10.2.1 Introduction

This option deactivates a budget object code, making it unavailable for assignment to a Cost Center.

4.10.2.2 Select BOC

Enter a budget object code name at the Select Budget Object Code Name: prompt. If you do not know the budget object code name, type three question marks at the prompt and IFCAP will list the available BOCs. You may either enter another budget object code to be deactivated at the Select Next BOC: prompt or press the Enter key to return to the BOC Management Menu.

```
Select BUDGET OBJECT CODE NAME: ???

CHOOSE FROM:
  1001          1001 Administrative Personnel not Otherwise Classified
  1002          1002 Clerical Personnel
  1007          1007 Computer Systems Analyst, Programmers, Key punch &
Operators
  1008          1008 Wage Rate Employees
  1009          1009 Purchase and Hire
  1014          1014 Respiratory Therapist
```

```
Select BUDGET OBJECT CODE NAME: 1007 Computer Systems Analyst, Programmers,
Keypunch & Operators
Are you sure that you wish to deactivate this Budget Object Code? YES// (YES)
--Budget Object Code has been
deactivated

Select Next BOC:

    Add/Edit BOC
    Deactivate BOC
    Reactivate BOC
    BOC Listing

Select BOC Management Menu Option:
```

4.10.3 Reactivate BOC

4.10.3.1 Introduction

Use this option to make a budget object code available for use that was previously deactivated. This option makes a budget object code available for assignment to a Cost Center.

4.10.3.2 Select BOC

Enter a budget object code name at the Select Budget Object Code Name: prompt. If you do not know the budget object code name, type three question marks at the prompt and IFCAP will list the available BOCs. You may either enter another BOC to be reactivated at the Select Next BOC: prompt or press the Enter key to return to the BOC Management Menu.

```
Select BUDGET OBJECT CODE NAME: ???
CHOOSE FROM:
    1007      1007 Computer Systems Analyst, Programmers, Keypunch &
Operators
    1036      1036 Radiology Technician
    1050      1050 Trainees-Administrative Training Program
    1060      1060 Professional Nurses
    1067      1067 LVN
    1069      1069 WOC Employees Receiving QS&L
    1070      1070 Expanded Dental Auxiliaries

Select BUDGET OBJECT CODE NAME: 1007 Computer Systems Analyst, Programmers,
Keypunch & Operators
Are you sure that you wish to reactivate this Budget Object Code? YES// (YES)
--Budget Object Code has been
reactivated

Select Next BUDGET OBJECT CODE:

    Add/Edit BOC
    Deactivate BOC
    Reactivate BOC
    BOC Listing

Select BOC Management Menu Option:
```

4.10.4 BOC Listing

4.10.4.1 Introduction

This option will print a list of the budget object codes on your system, showing you their descriptions, if any, and whether or not they have been deactivated.

4.10.4.2 Compile/Print List

Enter the first BOC number you want to see on the list at the Start With Number: First// prompt, or press the Enter key to list all of the BOCs. The list will show the BOC number, name and description, and whether or not the BOC has been deactivated. After creating the list, IFCAP will return to the BOC Management Menu.

```

START WITH NUMBER: FIRST//
DEVICE:  LAT      RIGHT MARGIN: 80//
BUDGET OBJECT CODE LISTING      (**=DEACTIVATED)      JUN 13,1994  11:01
PAGE 1
-----
1001 Administrative Personnel not Otherwise Classified
      Excludes secretaries and all other clerical type employees.
1002 Clerical Personnel
      Includes secretaries and clerk typists file clerks and other
      clerical type personnel.
1007 Computer Systems Analyst, Programmers, Key punch & Operators
      Includes computer systems analysts, programmers, key punch
      operators and computer operators.
1008 Wage Rate Employees
1009 Purchase and Hire
1014 Respiratory Therapist

BUDGET OBJECT CODE LISTING      (**=DEACTIVATED)      JUN 13,1994  11:01
PAGE 2
-----
1015 Physical Therapist
1016 Occupational Therapist
1017 Other Therapists
      Includes corrective, manual arts, recreation and educational
      therapists.
1018 Dietitian
1019 Dietetic Technician
1020 Social Worker
1021 Social Worker Aides and Technicians
1022 Radiology Technologist
      Includes Diagnostic and Therapeutic Radiology

      Add/Edit BOC
      Deactivate BOC
      Reactivate BOC
      BOC Listing

Select BOC Management Menu Option:
    
```

Options in the Cost Center Management Menu

```

Accounting Technician Menu ...
Funds Distribution Program Menu ...
    
```

```

Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

    Transaction Menu ...
    Budget Utilities Menu ...
    Print Menu ...

Select Funds Distribution Program Menu Option: Budget Utilities Menu

    Edit Budget Categories
    FMS Exception Transaction Report
    Repost FMS Exceptions
    Clear FMS Exception File Entries
    Clear Program Lock
    Dictionary Management Menu ...
    Create New Code Sheet
    Display Control Point Official's Balance
    FCP/BOC/SA Management Menu ...
    Recalculate All Fund Control Point Balances
    Select Budget Utilities Menu Option: FCP/BOC/SA Management Menu

    BOC Management Menu ...
    Cost Center Management Menu ...
    Fund Control Point Management Menu ...

Select FCP/BOC/SA Management Menu Option: Cost Center Management Menu

    Add/Edit Cost Center
    Deactivate Cost Center
    Reactivate Cost Center
    Cost Center Listing
    List Cost Centers with Associated BOC

Select Cost Center Management Menu Option:

```

4.11.1 Add/Edit Cost Center

4.11.1.1 Introduction

This option allows you to add a new Cost Center or edit the name of an existing Cost Center. You can also use this option to edit the list of allowable budget object codes for a Cost Center.

4.11.1.2 Select Cost Center

Enter a cost center name or number. You may enter a new one if you wish. You may also type three question marks at the prompt to see a list of available cost centers you can edit. If you are editing a cost center, you can change the name and description of the cost center, but not the number. You can also edit the list of valid budget object codes for the cost center.

```

Select COST CENTER NAME: ???

CHOOSE FROM:
  100000      100000 General Admin-Central Off Staff (Excl of Oper Depts) -
Summary of Accts
  110100      110100 Office of the Secretary
  110200      110200 Off of Assoc Deputy Admstr for Congressional &

```

Supplementary Budget Analyst Menu Options

```
Intergovt'l Affairs
110300      110300 Board of Contract Appeals
110400      110400 Office of Equal Opportunity
110500      110500 Board of Veterans Appeals

    You may enter a new COST CENTER, if you wish      Enter the 6 digit cost
center number, a space and the cost center
name. Answer must be 4-79 characters in length (no decimal allowed)

Select COST CENTER NAME: 110500 Board of Veterans Appeals

Do you need to edit the Cost Center Name? NO// Y  (YES)

You may edit only the NAME of this Cost Center, you may NOT change the number
Do you REALLY wish to change the NAME of this Cost Center? YES//  (YES)
Cost Center NAME: Board of Veterans Appeals//  Replace
DESCRIPTION:
  1>Includes Chairman, all Board of Veterans Appeals Board Sections, Medical
  2>Advisors, Administrative Services, and related costs.
EDIT Option:

Do you wish to edit the BOC list for this Cost Center? YES//  (YES)

Do you want me to add or delete ALL BOCs to this cost center before
you begin editing the budget object code list? NO//  (NO)
Select BOC: 3121 Office Equipment//
Select next COST CENTER:
```

4.11.2 Deactivate Cost Center

4.11.2.1 Introduction

Use this option to deactivate a Cost Center. Once the Cost Center has been deactivated it will not be available to any other option in the system.

4.11.2.2 Select Cost Center

Enter a cost center. If you do not know the name of the cost center you want to deactivate, type three question marks at the Select Cost Center Name: prompt and IFCAP will list the available cost centers. You may enter another cost center to deactivate at the Select Next Cost Center: prompt, or press the Enter key to return to the Cost Center Management Menu.

```
Select COST CENTER NAME: ???

CHOOSE FROM:
100000      100000 General Admin-Central Off Staff (Excl of Oper Depts) -
Summary of Accts
110100      110100 Office of the Secretary
110200      110200 Off of Assoc Deputy Admstr for Congressional &
Intergovt'l Affairs
110300      110300 Board of Contract Appeals
110500      110500 Board of Veterans Appeals
111600      111600 Office of Public and Consumer Affairs

Select COST CENTER NAME: 110500 Board of Veterans Appeals

Are you sure that you wish to deactivate this Cost Center? YES//  (YES)
--Cost Center has been
deactivated
```

```
Select Next COST CENTER:
```

```

Add/Edit Cost Center
Deactivate Cost Center
Reactivate Cost Center
Cost Center Listing
List Cost Centers with Associated BOC

```

```
Select Cost Center Management Menu Option:
```

4.11.3 Reactivate Cost Center

4.11.3.1 Introduction

Using this option makes a Cost Center available for use that was previously deactivated, making it available to the rest of the system.

4.11.3.2 Select Cost Center

Enter a cost center. If you do not know the name of the cost center you want to reactivate, type three question marks at the Select Cost Center Name: prompt and IFCAP will list the available cost centers. You may enter another cost center to reactivate at the Select Next Cost Center: prompt, or press the Enter key to return to the Cost Center Management Menu.

```
Select COST CENTER NAME: ???
```

```
CHOOSE FROM:
```

```

110400      110400 Office of Equal Opportunity
110500      110500 Board of Veterans Appeals
110600      110600 Off of the Assoc Deputy Admstr for Public & Consumer
Affairs
110700      110700 Off of the Assoc Deputy Admstr for Info Resources
Management
110800      110800 Office of the Associate Deputy Administrator for
Logistics
130100      130100 Office of Info Mgmt & Stats
131100      131100 Statistical Policy and Research Service

```

```
Select COST CENTER NAME: 130100 Office of Info Mgmt & Stats
```

```

Are you sure that you wish to reactivate this Cost Center? YES// Y  (YES)
                        --Cost Center has been reactivated

```

```
Select Next COST CENTER:
```

```

Add/Edit Cost Center
Deactivate Cost Center
Reactivate Cost Center
Cost Center Listing
List Cost Centers with Associated BOC

```

4.11.4 Cost Center Listing

4.11.4.1 Introduction

Use this option to print a list of Cost Center numbers and names, including the long description. This option prints a very long listing of the Cost Centers. You can choose to print just a range of numbers, which is more practical. Note that this listing also shows the deactivated Cost Centers.

4.11.4.2 Compile/Print List

Enter the first cost center you want to see on the list at the Start With Number: First// prompt, or press the Enter key to list all of the cost centers. The list will show the cost center number, name and description, and whether or not the cost center has been deactivated. After creating the list, IFCAP will return to the Cost Center Management Menu.

```

START WITH COST CENTER NUMBER: FIRST//
DEVICE:    LAT    RIGHT MARGIN: 80//

COST CENTER LISTING      (**=DEACTIVATED)      JUN 13,1994  13:18      PAGE 1
-----
100000 General Admin-Central Off Staff (Excl of Oper Depts) - Summary of Accts
110100 Office of the Secretary
        Includes Secretary, Special Assistants, Deputy Secretary,
        Directors, Special Projects Staff, Management Control Staff,
        Executive Secretariat and immediate office personnel and related
        costs. NOTE; use of budget object code 2577 is restricted to cost
        applicable to limitation .022 "Official Representation Expense".
110200 Off of Assoc Deputy Admstr for Congressional & Intergovt'l Affairs
        Includes Associate Deputy Administrator Staff, Congressional
        Affairs Staff, Intergovernmental Affairs Staff, immediate office
        personnel and related costs.

        Add/Edit Cost Center
        Deactivate Cost Center
        Reactivate Cost Center
        Cost Center Listing
        List Cost Centers with Associated BOC

Select Cost Center Management Menu Option:
    
```

4.11.5 List Cost Centers with Associated BOC

4.11.5.1 Introduction

This listing is similar to the cost center listing, but includes all the associated budget object codes. The report generated by this option can be very long unless you limit the report to a range of cost centers.

4.11.5.2 Compile/Print List

Enter the first cost center you want to see on the list at the Start With Number: First// prompt, or press the Enter key to list all of the cost centers. The list will show the cost

center number, name and description, and its associated budget object codes. After creating the list, IFCAP will return to the Cost Center Management Menu.

```

START WITH COST CENTER NUMBER: FIRST//
DEVICE:  LAT      RIGHT MARGIN: 80//

COST CENTER LIST-WITH ASSOC. BOC      JUN 13,1994  13:34      PAGE 1
                                BOC
-----
100000 General Admin-Central Off Staff (Excl of Oper Depts) - Summary of Accts
                                1104 Overtime Pay

110100 Office of the Secretary
      Includes Secretary, Special Assistants, Deputy Secretary,
      Directors, Special Projects Staff, Management Control Staff,
      Executive Secretariat and immediate office personnel and related
      costs.  NOTE; use of budget object code 2577 is restricted to cost
      applicable to limitation .022 "Official Representation Expense".

      1090 Administrative and Clerical Personnel Not Otherwise Cla
      1091 Federal,Summer Employment Program for Youth-Summer Aids
      1092 Stay-In-School Program Part-Time Employment of Needy St
      1093 Subsistence & Temp Exp, Real Estate Costs & Misc Exp-PL
      1095 Employee Salary Continuation
      1096 Computer Sys Analyst, Programmers, Key punch & Computer
      1098 Wage Rate Employees
      2101 Permanent Duty Travel

110200 Off of Assoc Deputy Admstr for Congressional & Intergovt'l Affairs
      Includes Associate Deputy Administrator Staff, Congressional
      Affairs Staff, Intergovernmental Affairs Staff, immediate office
      personnel and related costs.
      1090 Administrative and Clerical Personnel Not Otherwise

      Add/Edit Cost Center
      Deactivate Cost Center
      Reactivate Cost Center
      Cost Center Listing
      List Cost Centers with Associated BOC

Select Cost Center Management Menu Option:
  
```

4.12 Options in the Fund Control Point Management Menu

```

Accounting Technician Menu ...
      Funds Distribution Program Menu ...
      Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

      Transaction Menu ...
      Budget Utilities Menu ...
      Print Menu ...

Select Funds Distribution Program Menu Option: Budget Utilities Menu

      Edit Budget Categories
      FMS Exception Transaction Report
      Repost FMS Exceptions
  
```

Supplementary Budget Analyst Menu Options

<pre>Clear FMS Exception File Entries Clear Program Lock Dictionary Management Menu ... Create New Code Sheet Display Control Point Official's Balance FCP/BOC/SA Management Menu ... Recalculate All Fund Control Point Balances Select Budget Utilities Menu Option: FCP/BOC/SA Management Menu BOC Management Menu ... Cost Center Management Menu ... Fund Control Point Management Menu ... Select FCP/BOC/SA Management Menu Option: Fund Control Point Management Menu Add/Edit Control Point Deactivate a Fund Control Point Reactivate a Fund Control Point Place Released Ceiling Transaction in CP File Display Control Point Committed Transactions Reset FCP Yearly Accounting Element & ACT Code</pre>
--

4.12.1 Place Released Ceiling Transaction in Control Point File

4.12.1.1 Introduction

Use this option when you automate Control Points at your facility. In most cases, you will be planning the implementation of IFCAP at the Control Point level in stages. Use this option after you have Released all Funding (Ceiling) Transactions for your facility and a Control Point is just now being automated, in other words, the funds have already been released *automatically*. You cannot re-release the ceiling, but you can use this option to enter the ceiling amount into the Control Point Official's balance. This option will not place an entry onto the budget balance for the Control Point; because this entry was made when the original transaction was posted. Fiscal service uses this option to enter a ceiling transaction into a Control Point file. Only use this option when a Control Point is being automated after funds have already been released through the funds distribution option.

4.12.1.2 Ceiling Transaction Setup

Enter a Station number, a fiscal year, and a fiscal quarter. Enter a Control Point. If you do not know the name of the Control Point, enter three question marks at the Select Control Point: prompt. IFCAP will assign a transaction number to the transaction you are creating. You may assign a sort group if you like. Enter the amount that you want to enter into the Control Point balance at the Ceiling \$ Amount: prompt. Enter the date that you want IFCAP to allocate the funds at the Date Allocated: prompt. Press the Enter key at the Reference Number: prompt. Add comments if you like. You may enter another ceiling transaction or enter N at the Would You Like To Enter Another Ceiling Transaction?: prompt to return to the Fund Control Point Management Menu.

Select STATION NUMBER ('^' TO EXIT): 688//	WASHINGTON,DC
--	---------------

```

Select FISCAL YEAR ('^' to EXIT): 94//
Select QUARTER: 3//
Select CONTROL POINT: 101 LAB TESTING 101// ???

CHOOSE FROM:
  73          073 ENGINEERING
 101          101 LAB TESTING 101
 102          102 LAB TESTING 102
 103          103 LAB TESTING 103
 104          104 LAB TESTING 104
 105          105 LAB TESTING 105

Select CONTROL POINT: 101 LAB TESTING 101//
...OK? Yes// (Yes)

This transaction is assigned transaction number: 688-94-3-101-0267
SORT GROUP:
DATE ALLOCATED: T+1 (JUN 14, 1994)
REFERENCE NUMBER:
CEILING $ AMOUNT: 10000 $ 10000.00
COMMENTS:
 1>
Would you like to enter another Ceiling transaction? YES// n (NO)

  Add/Edit Control Point
  Deactivate a Fund Control Point
  Reactivate a Fund Control Point
  Place Released Ceiling Transaction in CP File
  Display Control Point Committed Transactions
  Reset FCP Yearly Accounting Element & ACT Code

Select Fund Control Point Management Menu Option:

```

4.12.2 Deactivate a Fund Control Point

4.12.2.1 Introduction

Use this option to mark a Fund Control Point as "INACTIVE". This option is used when you want to deactivate, either temporarily or permanently, a Control Point. This will make the Control Point unavailable to IFCAP users.

4.12.2.2 Deactivate the Control Point

Enter a station number and the Control Point you want to deactivate. Enter I at the Active/Inactive Control Point: prompt. Press the Enter key at the Select Fund Control Point: prompt to return to the Fund Control Point Management Menu.

```

Select STATION NUMBER ('^' TO EXIT): 688// WASHINGTON,DC

Select Fund Control Point: 61
Active/Inactive Control Point: ACTIVE// INACTIVE

Select Fund Control Point:

  Add/Edit Control Point
  Deactivate a Fund Control Point
  Reactivate a Fund Control Point
  Place Released Ceiling Transaction in CP File
  Display Control Point Committed Transactions

```

Supplementary Budget Analyst Menu Options

Reset FCP Yearly Accounting Element & ACT Code
Select Fund Control Point Management Menu Option:

4.12.3 Reactivate a Fund Control Point

4.12.3.1 Introduction

Use this option to put a deactivated Control Point back in service.

4.12.3.2 Reactivate the Control Point

Enter a station number and the Control Point you want to deactivate. Enter A at the Active/Inactive Control Point: prompt. Press the Enter key at the Select Fund Control Point: prompt to return to the Fund Control Point Management Menu.

Select STATION NUMBER ('^' TO EXIT): 688//	WASHINGTON,DC
Select Fund Control Point: ???	
CHOOSE FROM:	
9	009 TRAINEE SALARIES
61	061 TEST 061
521	521 RESEARCH
777	777 DO NOT USE
891	891 ISC
949	949 MCCR TRAVEL
1201	1201 RESIDENT ENGINEER
1601	1601 CANTEEN
Select Fund Control Point: 949 MCCR TRAVEL	
Active/Inactive Control Point: INACTIVE// ACTIVE	
Select Fund Control Point:	
Add/Edit Control Point	
Deactivate a Fund Control Point	
Reactivate a Fund Control Point	
Place Released Ceiling Transaction in CP File	
Display Control Point Committed Transactions	
Reset FCP Yearly Accounting Element & ACT Code	
Select Fund Control Point Management Menu Option:	

4.12.4 Display Control Point Committed Transactions

4.12.4.1 Introduction

This report will generate a display of committed transactions for one or more Control Points that you select.

4.12.4.2 Compile/Print List

Enter the first Control Point you want to see on the list at the Start With Control Point: First// prompt, or press the Enter key to list all of the Control Points. Enter the first date of committed transactions you want to see on the list at the Start With Date Committed: First// prompt, or press the Enter key to see all of the transactions. The list will show the

Control Point number and name and its associated transactions. After creating the list, IFCAP will return to the Fund Control Point Management Menu.

```

This report will generate a display of committed
transactions for one or more control points which you select

Select FISCAL YEAR: 00//
Select QUARTER: 4//
Select CONTROL POINT: 101 LAB TESTING 101//
    ...OK? Yes//    (Yes)Enter control point at end of range.
(For a range of 1-n, enter n. For one control point, enter that control point.)

Select CONTROL POINT: 990 SUPPLY FUND          4537B    90    0100    016144100
DEVICE:    LAT    RIGHT MARGIN: 80//

COMMITTED TRANSACTION LISTING                      JUN 13,1994  14:15    PAGE 1
                                                    COMMITTED

TRANSACTION NUMBER          TRANSACTION          (ESTIMATED)
                              TYPE                COST    STATUS
-----
      CONTROL POINT: 001 SUPPLY
      DATE COMMITTED: NOV 18,1993
688-94-1-001-0005          OBLIGATION                12.00
      Assigned to PPM Clerk
      DATE COMMITTED: JAN  6,1994
688-94-2-001-0007          OBLIGATION                23.84
688-94-2-001-0006          OBLIGATION                1.00
      Pending Accountable Officer Si
      CONTROL POINT: 071 CANTEEN
      DATE COMMITTED: NOV 18,1993
688-94-1-071-0005          OBLIGATION                10.00          Held
in P&C Pending Return of
      DATE COMMITTED: DEC 10,1993
688-94-1-071-0006          OBLIGATION                10.00          Held
in P&C Pending Return of
      DATE COMMITTED: MAR  1,1994
688-94-4-071-0017          OBLIGATION
688-94-2-071-0011          OBLIGATION                101.00
688-94-2-071-0007          OBLIGATION                100.00

End of report

      Add/Edit Control Point
      Deactivate a Fund Control Point
      Reactivate a Fund Control Point
      Place Released Ceiling Transaction in CP File
      Display Control Point Committed Transactions
      Reset FCP Yearly Accounting Element & ACT Code

Select Fund Control Point Management Menu Option:
  
```

4.12.5 Reset FCP Yearly Accounting Elements

4.12.5.1 Introduction

Use this option to reset the FCP yearly accounting elements to the current Fund Control Point accounting elements.

4.12.5.2 Select Control Point

IFCAP will display the station number and ask you to enter a Fund Control Point. Enter the fiscal year for which you want to change the codes. IFCAP will display the

Supplementary Budget Analyst Menu Options

CURRENT codes for the Fund Control Point (as defined in the Add/Edit Control Point option) on the left side of the screen. The existing elements for the fiscal year you selected are displayed on the right side of the screen. If you wish to Reset the values displayed on the right side of the screen to match the values displayed on the left side – Enter Y at the Reset the fiscal year 99 Suballowance Account?: prompt. If you want this data filed into the file - Enter Y at the Ready To File?: prompt to transmit the reset command. Enter another Control Point at the Select Control Point: prompt, or press the Enter key to return to the Fund Control Point Management Menu.

```
STATION: 688
Select Fund Control Point Management Menu Option: RESet FCP Yearly Accounting
Element & ACT Code
STATION: 658
-----
Select Fund Control Point: 110 FIS STATION TRVL      0160A7  10  0100  010042116
For Budget Fiscal Year: 1999
CURRENT FCP ACCOUNTING ELEMENTS          FISCAL YEAR FCP ACCOUNTING ELEMENTS
BBFY: 1998
FISCAL YEAR: 99
FUND: 0160A1          FUND: 0160A1
APPROPRI: 36_0160          APPROPRI:
36_0160
A/O: 10          A/O: 10
PROGRAM: 0100          PROGRAM: 0100
FCP/PRJ: 010042116          FCP/PRJ: 010042100
OBJECT CLASS:
OBJECT CLASS:
JOB:
JOB:
Reset the fiscal year 99 Suballowance Account? NO// YES
Ready to File? NO// YES
```

4.13 Options on Budget Utilities Menu

```
Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...

Select Funds Distribution Program Menu Option: Budget Utilities Menu

Edit Budget Categories
FMS Exception Transaction Report
Repost FMS Exceptions
Clear FMS Exception File Entries
Clear Program Lock
Dictionary Management Menu ...
Create New Code Sheet
Display Control Point Official's Balance
FCP/BOC/SA Management Menu ...
Recalculate All Fund Control Point Balances
```

Select Budget Utilities Menu Option

4.13.1 Edit Budget Categories

4.13.1.1 Introduction

This option allows you to edit the RD 285 (budget) categories used on the Budget Distribution reports. You can change an existing category, add to the selections, or delete an entry that is no longer needed.

4.13.1.2 Budget Category

Enter the name of the budget category you wish to edit. If you do not know the name of the budget category, enter three question marks at the Select Budget Distribution Codes Name: prompt and IFCAP will list the available budget categories. You may change the name of the budget, its abbreviation, and its sort order. The sort order is the order in which the budget categories will appear on the budget distribution reports.

```
Select BUDGET DISTRIBUTION CODES NAME: ???

CHOOSE FROM:
 1          ALL OTHER
 2          RECURRING PERSONAL SERVICES
 3          NR ALL OTHER
 4          NR .23
 5          19 REPL EQUIP

      You may enter a new BUDGET DISTRIBUTION CODES, if you wish
      This is the distribution code number.
Select BUDGET DISTRIBUTION CODES NAME: 2  RECURRING PERSONAL SERVICES
NAME: RECURRING PERSONAL SERVICES//
ABBREVIATION: RPS//
SORT ORDER: 1//
```

4.13.2 Display Control Point Official's Balance

4.13.2.1 Introduction

This option allows you to display the unobligated balance for a selected Fund Control Point. The unobligated balance is the available balance available to the Control Point Official.

4.13.2.2 Compile/Print Report

You can create a report for all Control Points, or for a single Control Point that you define. Enter a Station Number, a fiscal year, and a fiscal quarter. Enter a Control Point. If you do not know the name of the Control Point you want to display, enter three question marks at the Select Control Point: prompt and IFCAP will list the available Control Points. IFCAP will list every 2237 for the Control Point and every purchase order transaction that is not assigned to a 2237, and provide summary totals for the Control Point at the end of the report. Enter a Station Number at the Select Station Number: prompt to create another report, or type a caret(^) and press the Enter key to return to the Budget Utilities Menu.

```

Do you wish a report for ALL Control Points? NO//      (NO)

Select STATION NUMBER ('^' TO EXIT): 688//           WASHINGTON,DC
Select FISCAL YEAR ('^' to EXIT): 94//
Select QUARTER: 3//
Select CONTROL POINT: 101 LAB TESTING 101
      ...OK? Yes//      (Yes)

Would you like a summary report (bottom line balances only)? YES// n (NO)
DEVICE:      LAT

CONTROL POINT BALANCE - 688-94-3-101-                JUN 13,1994@14:40:35 PAGE 1
                                                    FISCAL
FYQSeq# TXN OBL #          AP/OB DT    COMM $AMT    CP $BAL    OBL $AMT UNOBL $BAL
-----
0003 CEI                      500000.00  500000.00  500000.00  500000.00
0046 CEI                      25000.00  525000.00  25000.00  525000.00
0138 OBL C45097 APR 1,1994    500.00  524500.00  500.00  524500.00
0141 OBL C45107 APR 8,1994   5000.00  519500.00  5000.00  519500.00
0142 ADJ C45107 APR 8,1994  -2000.00  521500.00 -2000.00  521500.00
0144 OBL C45108 APR 8,1994   10.00  521490.00  10.00  521490.00

      PO TRANSACTIONS WITHOUT 2237_____

PO/          PO          COMMITTED          OBL/CEIL          UNOBLIG
OBL#          DATE          (EST) COST CP BALANCE          $ AMOUNT          BALANCE
=====
688-A40860          114.50          1524161.45          114.50          1524870.03
688-A40858          588.00          1523573.45          588.00          1524282.03
688-A40857          490.00          1523083.45          490.00          1523792.03
688-A40856          637.00          1522446.45          637.00          1523155.03

PO transaction (no 2237) total for this quarter: $21918.90
FMS transaction total for this quarter: $0.00
=====
TOTAL COMMITTED, NOT OBLIGATED: $708.58
Total uncommitted balance from current and prior quarters: $742680.10
Select STATION NUMBER ('^' TO EXIT): 688// ^

      Edit Budget Categories
      FMS Exception Transaction Report
      Repost FMS Exceptions
      Clear FMS Exception File Entries
      Clear Program Lock
      Dictionary Management Menu ...
      Create New Code Sheet
      Display Control Point Official's Balance
      FCP/BOC/SA Management Menu ...
      Recalculate All Fund Control Point Balances

```



```
Select Budget Utilities Menu Option:
```

4.13.3 Recalculate All Fund Control Point Balances

4.13.3.1 Introduction

Use this option to recalculate all Fund Control Balances for the Control Point Activity user. This option is included in your menu to update balances for all automated Fund Control Points. This recalculation is necessary when the computer "crashes" (loses power). The transactions being processed when a "crash" occurs do not update the Control Point records. Therefore, you may need to use this option to recalculate the Fund Control Point balances in Fiscal.

4.13.3.2 Recalculate

IFCAP will recalculate the Control Point Balances for all of the stations in your system. After recalculating the balances for all of the Stations in your system, IFCAP will return to the Budget Utilities Menu.

```
Select FISCAL YEAR: 94//
Recalculate all stations/control points balances for fiscal year: 00
Select QUARTER: 3//
Submit RECALCULATE ALL CONTROL POINT BALANCES to the TASK MANAGER? YES//
Requested Start Time: NOW// (JUL 20, 1994@18:39:06)
RECALCULATE ALL CONTROL POINT BALANCES HAS TASK NUMBER 223756
```

4.13.4 Clear Program Lock

4.13.4.1 Introduction

This option allows the user to clear a program lock and continue processing. This option clears a lock that has been placed on batch transmission or on releasing the budget figures for a station. This can occur when someone else is using the option and the system will not allow a second person to perform the same function, or when a system error or power problem interrupts a function. Never proceed with further processing after a lock until you have used this option to clear the lock.

4.14 Supplementary Options - FMS Documents Inquiry/Error Process Menu

```
Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...
FMS Documents Inquiry/Error Process ...
Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: FMS Documents Inquiry/Error
Process

SOAR Enter/Edit Date When SOs become ARs
```

FMS Documents Inquiry
Rejected FMS Document Process

4.14.1 Enter/Edit Date When SOs become ARs

4.14.1.1 Introduction

At the close of each Fiscal Year the FMS system runs a process which takes all open Accrued Services obligations and converts them from transaction type SO to transaction type AR. Any future adjustments to these obligations must reference them as ARs not SOs. In order to ensure that the IFCAP system knows when to send a transaction as an AR (i.e. when is the document accrued in FMS), an option is used to enter the date that FMS will run the conversion process. Starting the next day, a prior year document will be sent to Austin referencing an AR instead of an SO. This date field must be populated at the close of each Fiscal Year with the appropriate date provided by the FMS office.

4.14.1.2 Enter the Date

Enter the date on which FMS will accrue their prior year documents.
(8/25/2000 - 8/25/2001): October 11, 1998// 100600 October 6, 2000

IFCAP will allow SO's to be sent to Austin as AR's starting on 10/7/00.
Is this correct?? NO// Yes

4.14.1.3 Transactions Generated to FMS

AMENDMENT TYPE	SO Format Selected	AR Format Selected
Cancel	SO.X to decrease \$	AR.X to cancel accrual
	SO.X to cancel PO	SO.X to decrease \$
		SO.X to cancel PO
Fund Control Point or Vendor Edit	SO.X to decrease \$	AR.X to cancel accrual
	SO.X to cancel PO	SO.X to decrease \$
	SO.E to re-establish PO	SO.X to cancel PO
		SO.E to re-establish PO
Change PO Number	SO.X to decrease \$	AR.X to cancel accrual
	SO.X to cancel PO	SO.X to decrease \$
	SO.E to establish new PO	SO.X to cancel PO
		SO.E to establish new PO

--	--	--

When prior year amendments or adjustments to prior year 1358s are processed in IFCAP, the transactions listed under the SO Format Selected column will be generated if the user selected the SO format; the transactions under the AR Format Selected column will be generated if the user specifies AR format. If the document being processed is not prior year, the user will not be prompted for format and the system will generate the documents associated with the SO format.

Rejected AR documents may be viewed and/or rebuilt and transmitted thru options on the Accounting Technician Menu

Document Processing
FMS Rejected Obligation Document Processing
FMS Inquiry Rejected Obligation Documents
FMS Rebuild/Transmit Rejected Obligation Documents

4.14.2 FMS Documents Inquiry

4.14.2.1 Introduction

Use this option to display the status of both manual and IFCAP created FMS documents.

4.14.2.2 Select Transaction Type and Budget Document ID

Enter a station number. Enter the type of transaction you want to view or print at the Select Transaction Type: prompt. Enter the identification number of the document at the FMS Budget Document ID: prompt. If you do not know the number, enter three question marks and IFCAP will list the available identification numbers.

```

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC

      Select one of the following:

          SA          Suballowance
          ST          Suballowance Transfer
          AT          Allowance Transfer

Select Transaction Type: SA  Suballowance

FMS Budget Document ID: ???

CHOOSE FROM:
SA-688FC0059
SA-688FC0060
SA-688FC0061

FMS Budget Document ID: SA-688FC0060

```

4.14.2.3 Interpreting the Data

IFCAP will list the document identification number, its description, its status, when it was created, and other descriptive information about the document. Enter another ID number at the FMS Budget Document ID: prompt, or press the Enter key to quit or enter another transaction type. Enter a transaction type at the Select Transaction Type: prompt, or press the Enter key to return to the FMS Documents Inquiry/Error Process menu.

```

FMS Document: SA-688FC0060
Description: AUTO FMS DOC 'SA'
Status: TRANSMITTED
Created: MAR 15, 1994@08:24:49
FMS Doc Date: //1700
Doc Year:
Quarter:
Station #:
FCP #:
$Amount: 0.00
BBFY:
FMS Action:

FMS Budget Document ID:

    Select one of the following:

        SA          Suballowance
        ST          Suballowance Transfer
        AT          Allowance Transfer

Select Transaction Type:

SOAR  Enter/Edit Date W hen SOs become ARs
      FMS Documents Inquiry
      Rejected FMS Document Process

Select FMS Documents Inquiry/Error Process Option:
    
```

4.14.3 Rejected FMS Document Process

4.14.3.1 Introduction

This option provides the user with the ability to view, edit and retransmit funding documents that were rejected by FMS.

4.14.3.2 File Regenerated Document

Enter a station number. Enter the type of transaction you want to view or print at the Select Transaction Type: prompt. Enter the identification number of the document at the FMS Budget Document ID: prompt. If you do not know the number, enter three question marks and IFCAP will list the available identification numbers.

```

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC

    Select one of the following:

        SA          Suballowance
        ST          Suballowance Transfer
    
```

AT Allowance Transfer Select Transaction Type: SA Suballowance FMS Rejected Budget Document ID: ??? CHOOSE FROM: SA-688FC0059 SA-688FC0060 SA-688FC0061 FMS Rejected Budget Document ID: SA-688FC0061
--

4.14.3.3 Interpreting the Data

IFCAP will list the document identification number, its description, its status, when it was created, and other descriptive information about the document. Enter the date that you want to assign to the change at the FMS Transaction Date: prompt. Enter Y at the Ready To File Regenerated FMS Document?: to file the regenerated FMS document. Enter another ID number at the FMS Budget Document ID: prompt, or press the Enter key to quit or enter another transaction type. Enter a transaction type at the Select Transaction Type: prompt, or press the Enter key to return to the FMS Documents Inquiry/Error Process menu.

FMS Document: SA-688FC0061 Description: AUTO FMS DOC 'SA' Status: TRANSMITTED Created: MAR 15, 1994@08:25:22 FMS Doc Date: //1700 Doc Year: Quarter: Station #: FCP #: \$Amount: 0.00 BBFY: FMS Action: FMS Transaction Date: July 20, 1994// (JULY 20, 1994)Accounting Period (MM/YY): JUL 1994// (JUL 1994) Ready To File Regenerated FMS Document? NO// Y <Filed> FMS Rejected Budget Document ID: Select one of the following: SA Suballowance ST Suballowance Transfer AT Allowance Transfer Select Transaction Type: SOAR Enter/Edit Date W hen SOs become ARs FMS Documents Inquiry Rejected FMS Document Process Select FMS Documents Inquiry/Error Process Option:
--

4.15 Supplementary Options in the Dictionary Management Menu

```
Accounting Technician Menu ...
      Funds Distribution Program Menu ...
      Payment/Invoice Tracking Menu ...

Select Funds Distribution & Accounting Menu Option: Funds Distribution Program
Menu

      Transaction Menu ...
      Budget Utilities Menu ...
      Print Menu ...
      FMS Documents Inquiry/Error Process ...
      Review VENDOR REQUEST

Select Funds Distribution Program Menu Option: Budget Utilities Menu

      Edit Budget Categories
      FMS Exception Transaction Report
      Repost FMS Exceptions
      Clear FMS Exception File Entries
      Clear Program Lock
      Dictionary Management Menu ...
      Display Control Point Official's Balance
      FCP/CC/BOC Management Menu ...
      Recalculate All Fund Control Point Balances

Select Budget Utilities Menu Option: Dictionary Management Menu
```

4.15.1 Introduction

This menu allows you to enter/edit/list 'dictionaries' of funds, appropriations, or required fields, or any other dictionaries created at your station.

4.15.2 Load Standard Dictionary

4.15.2.1 Introduction

Use this option to load a standard dictionary.

4.15.2.2 Select a Standard Dictionary

At the Select Standard Dictionary: prompt, enter the name of the standard dictionary you want to load. If you do not know the name of the dictionary, enter three question marks and IFCAP will list the available dictionaries.

```
Select Standard Dictionary: ???

CHOOSE FROM:
DVSN      ADMINISTRATION /STAFF OFFICE
JOBT      JOB NUMBER
OCLS      OBJECT CLASS
PCLS      PROGRAM
PGMT      FUND CONTROL/PROJECT
RSRC      REVENUE SOURCE
SOBJ      SUB-OBJECT
SREV      SUB-REV SOURCE
```

```
Select Standard Dictionary: DVSN      ADMINISTRATION /STAFF OFFICE
```

4.15.2.3 Select Entry

The next prompt will ask you for an entry in the dictionary. Enter three question marks to see a list of the available entries.

```
Select ADMINISTRATION /STAFF OFFICE: ???

CHOOSE FROM:
  10      VETERANS HEALTH ADMINISTRATION
  20      VETERANS BENEFITS ADMINISTRATION
  40      NATIONAL CEMETERY SYSTEM
  90      OFFICE OF ACQUISITION AND MATERIAL MANAGEMENT
  02      DISTRICT COUNSEL
  04      OFFICE OF FIRM
  05      OFFICE OF ACQUISITION AND FACILITIES
  08      CONSTRUCTION MANAGEMENT
  08A     CONSTRUCTION MANAGEMENT
  20A     VETERANS BENEFITS ADMINISTRATION -LGY
  CONV    OFFICE OF FIRM

      You may enter a new PRCD SD ADMINISTRATIVE OFFICE, if you wish
      This field is the code of administrative office.

Select ADMINISTRATION /STAFF OFFICE: 40
```

4.15.2.4 Edit Entry

You may edit the number code assigned to the entry, the description of the dictionary, and the status of the entry. You may enter another entry, or press the Enter key to return to the Dictionary Management Menu.

Note: Some users will see a "Fix Value:" prompt after the Status: prompt. This prompt is for users that have access to IFCAP code. This prompt represents IFCAP code assigned to the entry. Do not enter anything at this prompt unless instructed to do so by the IFCAP development staff or IRM Service.

```
CODE: 40//
DESCRIPTION: NATIONAL CEMETERY SYSTEM  Replace
STATUS: A// ???
      This field is the status of the entry in file.

CHOOSE FROM:
  A      ACTIVE
  I      INACTIVE
  O      OBSOLETE

STATUS: A//
FIX VALUE: 40//

Select ADMINISTRATION /STAFF OFFICE:
```

4.15.3 Standard Dictionary List

4.15.3.1 Introduction

Use this option to list standard dictionary entries.

4.15.3.2 Select Dictionary

Enter a dictionary at the Select Standard Dictionary: prompt. If you do not know the name of the dictionary, enter three question marks at the prompt and IFCAP will list the available dictionaries. Enter an output device at the Device: prompt.

```
Select Standard Dictionary: ???

CHOOSE FROM:
DDE      DOCUMENT DATA ELEMENT
DOCT     DOCUMENT TYPE
DVSNN    ADMINISTRATION /STAFF OFFICE
JOBTT    JOB NUMBER
OCLS     OBJECT CLASS
PCLS     PROGRAM
PGMT     FUND CONTROL/PROJECT
RPTG     REPORTING CATEGORY
RSRC     REVENUE SOURCE
SECL     FMS DOCUMENT SECL CODE
SOBJ     SUB-OBJECT
SREV     SUB-REV SOURCE

Select Standard Dictionary: DDE      DOCUMENT DATA ELEMENT
DEVICE:  LAT      RIGHT MARGIN: 80//
```

4.15.3.3 Compile/Print List

IFCAP will list the items in the dictionary you chose. Enter another dictionary name at the Select Standard Dictionary: prompt, or press the Enter key to return to the Dictionary Management Menu.

```
DDE-DOCUMENT DATA ELEMENT List      NOV  8,1994  16:25  PAGE 1
Code          Description              Status      Fix
Value
-----
A/O           ADMINISTRATION OFFICE      A           AO
BOC           BUDGET OBJECT (SUBACCOUNT)      A           BOC
CC            COST CENTER                        A           CC
FCP/PRJ       FCP/PRJ                          A           FCPRJ
JOB           JOB                              A           JOB
OC            OBJECT CLASS                      A           OC
PGM           PROGRAM                          A           PGM
RC            REPORTING CATEGORY                A           RC
RS            REVENUE SOURCE                   A           REV
STATION       STATION                        A           SITE
SUB BOC       SUB BOC                        A           SBOC
SUB CC        SUB-COST CENTER                 A           SCC
SUB RS        SUB-REVENUE SOURCE              A           SREV
SUB STATION   SUB-STATION                     A           SSITE

Select Standard Dictionary:

Load Standard Dictionary
Standard Dictionary List
Dictionary List Menu ...
Generate New Fiscal Year Fund/Required Table
Fund/Appropriation Enter/Edit
Define Standard Dictionary
Fund Enter/Edit
```


<p>Required Fields Edit</p> <p>Select Dictionary Management Menu Option:</p>
--

4.16 Options in the Dictionary List Menu

<p>Accounting Technician Menu ...</p> <p>Funds Distribution Program Menu ...</p> <p>Payment/Invoice Tracking Menu ...</p> <p>Select Funds Distribution & Accounting Menu Option: Funds Distribution Program Menu</p> <p>Transaction Menu ...</p> <p>Budget Utilities Menu ...</p> <p>Print Menu ...</p> <p>FMS Documents Inquiry/Error Process ...</p> <p>Review VENDOR REQUEST</p> <p>Select Funds Distribution Program Menu Option: Budget Utilities Menu</p> <p>Edit Budget Categories</p> <p>FMS Exception Transaction Report</p> <p>Repost FMS Exceptions</p> <p>Clear FMS Exception File Entries</p> <p>Clear Program Lock</p> <p>Dictionary Management Menu ...</p> <p>Display Control Point Official's Balance</p> <p>FCP/CC/BOC Management Menu ...</p> <p>Recalculate All Fund Control Point Balances</p> <p>Select Budget Utilities Menu Option: Dictionary Management Menu</p> <p>Load Standard Dictionary</p> <p>Standard Dictionary List</p> <p>Dictionary List Menu ...</p> <p>Generate New Fiscal Year Fund/Required Table</p> <p>Fund/Appropriation Enter/Edit</p> <p>Define Standard Dictionary</p> <p>Fund Enter/Edit</p> <p>Required Fields Edit</p> <p>Select Dictionary Management Menu Option: Dictionary List Menu</p> <p>Standard Dictionary List</p> <p>Fund List</p> <p>Fund/Appropriation List</p> <p>Required Fields List</p> <p>Select Dictionary List Menu Option: Standard Dictionary List</p>

4.16.1 Standard Dictionary List (All)

4.16.1.1 Introduction

Use this option to list all defined standard dictionaries.

4.16.1.2 Compile/Print List

Enter an output device at the Device: prompt. IFCAP will create the "IFCAP Standard Dictionary List," which lists the standard dictionaries in the system by code, name, status (Active, Inactive, or Obsolete), Site E/E, and F/V used. After printing the report, IFCAP will return to the Dictionary List Menu.

DEVICE:	LAT	RIGHT MARGIN:	80//				
IFCAP Standard Dictionary List				NOV	8,1994	16:36	PAGE 1
CODE	SITE	FV	NAME				STATUS
	E/E	USED					

DDE			DOCUMENT DATA ELEMENT				I
	NO	YES					
	File Name: PRCD SD DOCUMENT DATA ELEMENT						
DOCT			DOCUMENT TYPE				I
	NO	YES					
	File Name: PRCD SD DOCUMENT TYPE						
DVSN			ADMINISTRATION /STAFF OFFICE	A			NO
	YES						
		NO	NO				
	File Name: PRCD SD OBJECT CLASS						
PCLS			PROGRAM			A	
	NO	YES					
	File Name: PRCD SD PROGRAM						

4.16.2 Fund List**4.16.2.1 Introduction**

Use this option to list funds.

4.16.2.2 Compile/Print List

Enter an output device at the Device: prompt. IFCAP will create the "IFCAP Fund List," which lists each fund, its description, the BBFY, the EBFY, and the status (Active, Inactive, or Obsolete). After printing the report, IFCAP will return to the Dictionary List Menu.

DEVICE:	LAT	RIGHT MARGIN:	80//				
IFCAP Fund List						NOV	
8,1994	16:41	PAGE	1				
FUND	DESCRIPTION			BBFY		EBFY	
	ST						

1210	'CONSCIENCE' FUND CONTRIBUTION	1993		1993	A		
1299	GIFTS TO USA NOT CLASS		1994		1994	A	
1411	LOAN INTEREST TO VETS & RESERV		1993		1993	A	
1435	PROPRIET INTEREST NOT CLASS		1993		1993	A	
1807	REFUND OF ERRONEOUS RECEIPTS		1994		1994	A	
2431	CHARGES FOR MEDICAL SERV - VA		1994		1994	A	
2466	LOAN GUARANTEE HOUSING		1994		1994	A	
2473	CONTRIB FROM MIL PERSONNEL		1994		1994	A	
2473.1	MILITARY ED ASST - ARMY		1993		1993	A	
2473.2	MILITARY ED ASST - AIR FORCE		1993		1993	A	

2473.3	MILITARY ED ASST - NAVY	1993	1993	A
2473.4	MILITARY ED ASST - MARINES	1993	1993	A
2473.5	MILITARY ED ASST - COAST GUARD	1993	1993	A
2473.6	MILITARY ED ASST - NOAA	1993	1993	A
2473.7	MILITARY ED ASST - PUB HEALTH	1994	1994	A
2814	OTHER REPAY - INVEST & RECOVER	1994	1994	A
8180G	GENERAL POST FUND - GENERAL	1994	1994	A
8180S	GENERAL POST FUND - SPECIFIC	1993	1993	A
8180S	A		1995	1995
A				
AMAF	ASSETS & MISC ACQ FUND	1993	1993	A
AMAF	ASSETS & MISC ACCTS FUND	1994	1994	A
Standard Dictionary List				
Fund List				
Fund/Appropriation List				
Required Fields List				
Select Dictionary List Menu Option:				

4.16.3 Fund/Appropriation List

4.16.3.1 Introduction

This option lists all entries in file #420, the Fund Control Point file.

4.16.3.2 Compile/Print List

Enter an output device at the Device: prompt. IFCAP will create the "PRCD Fund/Appropriation Code List," listing each fund, its appropriation, FY pattern, APPR. PAT A/R, and PGM.LIM.ANA ACC. After printing the list, IFCAP will return to the Dictionary List Menu.

DEVICE: LAT RIGHT MARGIN: 80//				
PRCD FUND/APPROPRIATION CODE LIST				NOV 8,1994
16:52	PAGE 1			
			FY	
	PGM.LIM.ANA			
FUND	APPROPRIATION	PATTERN	APPR. PAT A/R	
ACC				

11	20X6133	X11		
14	36F3875	X14		
15	36 0869	X15		
16	36 0891	X16		
17	36 1030	X17		
18	36 1060	X18		
19	36 1099	X19		
20	36 1210	X20		
21	36 1299	X21		
22	36 1411	X22		
23	36 1422	X23		
24	36 1435	X24		36 1435
Standard Dictionary List				
Fund List				
Fund/Appropriation List				
Required Fields List				
Select Dictionary List Menu Option:				

4.16.4. Required Fields List

4.16.4.1 Introduction

This option allows the user to list the Required Field file settings. These file settings allow IFCAP to determine the information it requires the user to enter to complete each FMS document.

Note: This report will be very long if you create it for all funds. Create the report for a single fund if you can.

4.16.4.2 Select Fund

Enter 1 at the Select: prompt if you want to list all required fields for all funds.

Note: This report will be very long if you create it for all funds. Create the report for a single fund if you can.

Enter 2 at the prompt to select a single fund. If you enter 2 to list a single fund, IFCAP will ask you for the fund number. Enter an output device at the Device: prompt.

```

Select one of the following:

      1          ALL
      2          SELECT FOR FUND

Select: : 2  SELECT FOR FUND
Select Fund: ???

CHOOSE FROM:
1030      1994      1994
1030      1993      1993
1030      1995      1995
1060      1994      1994
1060      1993      1993
1060      1995      1995
1099      1994      1994
1099      1993      1993
1099      1995      1995
1210      1994      1994
1210      1993      1993
1210      1995      1995
1299      1994      1994
1299      1993      1993
1299      1995      1995
1411      1993      1993
1411      1994      1994
1422      1993      1993
1422      1994      1994
1435      1994      1994
1435      1989      1989

Select Fund: 1030
      1  1030      1994      1994
      2  1030      1993      1993
      3  1030      1995      1995
CHOOSE 1-3: 3          1995      1995
DEVICE:  LAT      RIGHT MARGIN: 80//
    
```

4.16.4.3 Compile/Print List

IFCAP will print the "IFCAP Document Required Fields List" report, listing each fund in the report by BBFY, EBFY, FMS document type, the required data element, and if data is required for that data element. Enter another fund at the Select Fund: prompt, ore press the Enter key. Enter 1 or 2 at the Select: prompt to create another report, or press the Enter key to return to the Dictionary List Menu.

IFCAP Document Required Fields List					NOV 8,1994 17:18	PAGE 1
FUND REQUIRED	DATA BBFY	EBFY	DOCUMENT TYPE	DATA ELEMENT		
1030	1995	1995	ALLOWANCE	A/O		
NO	1995	1995				
FCP/PRJ	1995	NO				
NO	1995	1995				OC
NO	1995	1995				PGM
STATION	1995	1995				
NO	1995	NO	GL	A/O		
NO	1995	1995				CC
FCP/PRJ	1995	1995				
NO	1995	NO				
NO	1995	1995				JOB
STATION	1995	1995				RC
NO	1995	YES				
NO	1995	1995				SUB CC
STATION	1995	1995				SUB
OPTIONAL	1995	1995	REVENUE	A/O		
NO	1995	1995				CC
NO	1995	1995				
FCP/PRJ	1995	NO				
NO	1995	1995				JOB
NO	1995	1995				RC
YES	1995	1995				RS
STATION	1995	1995				
NO	1995	1995				SUB CC
RS	1995	1995				SUB
NO	1995	1995				
STATION	1995	1995				SUB
OPTIONAL	1995	1995	SPENDING	A/O		
NO	1995	1995				

Supplementary Budget Analyst Menu Options

	1995	1995			BOC
NO	1995	1995			CC
NO	1995	1995			
FCP/PRJ	1995	NO			
	1995	1995			JOB
NO	1995	1995			RC
NO	1995	1995			
STATION	1995	NO			
	1995	1995			SUB
BOC	NO				
	1995	1995			SUB CC
NO	1995	1995			SUB
STATION	NO				
	1995	1995	SUBALLOWANCE	A/O	
NO	1995	1995			
FCP/PRJ	1995	NO			
	1995	1995			OC
NO	1995	1995			
STATION	1995	NO			

Select Fund:

Select one of the following:

1	ALL
2	SELECT FOR FUND

Select: :

Standard Dictionary List
Fund List
Fund/Appropriation List
Required Fields List

Select Dictionary List Menu Option:

4.17 Fund/Appropriation Enter/Edit

4.17.1 Introduction

Use this option to add/edit fund/appropriation information of file #420.3.

4.17.2 Menu Navigation

Select Budget Utilities Menu Option: **Dictionary Management Menu**

Load Standard Dictionary
Standard Dictionary List
Dictionary List Menu ...
Generate New Fiscal Year Fund/Required Table
Fund/Appropriation Enter/Edit
Define Standard Dictionary
Fund Enter/Edit

```
Required Fields Edit
```

```
Select Dictionary Management Menu Option
```

4.17.3 Select/Add Fund

Enter the fund or appropriation code at the Select Appropriation's Fund: prompt. You may enter a new code if you wish. If you do not know the code, enter three question marks and IFCAP will list the available codes.

```
Select Appropriation's Fund: ???
```

```
CHOOSE FROM:
```

```
14      36F3875
15      36 0869
16      36 0891
21      36 1299
22      36 1411
50      36_/_0161
51      36_/_0161.001
52      36 3220
52      36_/_0161.007
53      other series
53      36_/_0161.001 (016)
54      36X4538
54      36_/_0161.007 (016)
```

```
You may enter a new PRCD FUND/APPROPRIATION CODE, if you wish
Enter a fund code defined in FUND file.
```

```
Select Appropriation's Fund: 36F3875
```

```
1      36F3875      36F3875
2      36F3875      36F3875
3      36F3875      36F3875
```

```
CHOOSE 1-3: 1
```

4.17.4 Edit Fund or Appropriation

You may enter or edit the fund, the appropriation, the FY pattern, or the appropriation pattern for the Accounts Receivable service. The FY pattern is the fiscal year (FY) associated with the Appropriation Limitation Department (YALD) code. The current FY is indicated with an "x" and the second FY with a "y". Enter the appropriation pattern for the Accounts receivable service at the Approp. Pattern for A/R Svc: prompt. Enter another fund or appropriation code at the Select Appropriation's Fund: prompt, or press the Enter key to return to the Dictionary Management Menu.

```
FUND: 3875//
```

```
APPROPRIATION: 36F3875//
```

```
REVOLVING FUND: ???
```

```
This is a revolving fund indicator.
```

```
Choose from:
```

```
Y      YES
N      NO
```

```
REVOLVING FUND:
```

```
FY PATTERN: ???
```

```
This is the fiscal year (FY) associated with the Appropriation
```

Supplementary Budget Analyst Menu Options

```
Limitation Department (YALD) code. The current FY is indicated with
an "x" and the second FY with a "y".
FY PATTERN:
APPROP. PATTERN FOR A/R SVC: 36F3875// ???
    This is the appropriation pattern for the Accounts
    Receivable Service.
APPROP. PATTERN FOR A/R SVC: 36F3875//
-----
Select Appropriation's Fund:

    Load Standard Dictionary
    Standard Dictionary List
    Dictionary List Menu ...
    Generate New Fiscal Year Fund/Required Table
    Fund/Appropriation Enter/Edit
    Define Standard Dictionary
    Fund Enter/Edit
    Required Fields Edit

Select Dictionary Management Menu Option:
```

4.18 Define Standard Dictionary

4.18.1 Introduction

Use this option to define the information in a standard dictionary.

4.18.2 Select Standard Dictionary

Enter the dictionary name at the Select Standard Dictionary: prompt. If you do not know the name of the dictionary, enter three question marks and IFCAP will list the available dictionaries.

```
Select Standard Dictionary: ???

CHOOSE FROM:
DDE          DOCUMENT DATA ELEMENT
DOCT         DOCUMENT TYPE
DVSN         ADMINISTRATION /STAFF OFFICE
JOBT         JOB NUMBER
OCLS         OBJECT CLASS
PCLS         PROGRAM
PGMT         FUND CONTROL/PROJECT
RPTG         REPORTING CATEGORY
RSRC         REVENUE SOURCE
SEC1         FMS DOCUMENT SEC1 CODE
SOBJ         SUB-OBJECT
SREV         SUB-REV SOURCE

    You may enter a new PRCD STANDARD DICTIONARY, if you wish
    This is a standard dictionary code.

Select Standard Dictionary: DDE          DOCUMENT DATA ELEMENT
```

4.18.3 Edit Dictionary

You may edit the code name assigned to the dictionary, the dictionary name, the status (Active, Inactive, or Obsolete), the file name or number of the dictionary, whether sites are allowed to edit the dictionary, and if a fix value is used in programming. Enter

another dictionary at the Select Standard Dictionary: prompt, or press the Enter key to return to the Dictionary Management Menu.

```
CODE: DDE//
NAME: DOCUMENT DATA ELEMENT  Replace
STATUS: I//
FILE NAME/NUMBER: PRCD SD DOCUMENT DATA ELEMENT//
SITE EDIT ALLOWED: NO//
FIX VALUE USED IN PROGRAMING: YES//

Select Standard Dictionary:
    Load Standard Dictionary
    Standard Dictionary List
    Dictionary List Menu ...
    Generate New Fiscal Year Fund/Required Table
    Fund/Appropriation Enter/Edit
    Define Standard Dictionary
    Fund Enter/Edit
    Required Fields Edit

Select Dictionary Management Menu Option:
```

4.19 Fund Enter/Edit

4.19.1 Introduction

Use this option to enter or edit the information in the fund dictionary.

4.19.2 Select/Add Fund

Enter the name of the fund at the Select Fund: prompt. You may also enter a new fund, if you wish. If you do not know the name of the fund, enter three question marks and IFCAP will list the available funds.

```
Select Fund: ???

CHOOSE FROM:
1030      1994      1994
1030      1993      1993
1030      1995      1995
1060      1994      1994
1060      1993      1993

    You may enter a new PRCD FUND, if you wish
    Answer must be 3-6 characters in length.

Select Fund: 1030
1  1030      1994      1994
2  1030      1993      1993
3  1030      1995      1995
CHOOSE 1-3: 3
FUND: 1030//
```

4.19.3 Edit Fund

You may edit the description of the fund, the beginning and ending fiscal year of the fund, and whether or not programs and subprograms within the same fund can transfer funds. At the Gross/Net prompt, enter G if the fund is not eligible for prompt payment discounts or N if the fund is eligible. You may also change the status of the fund to

Supplementary Budget Analyst Menu Options

(A)ctive, (I)nactive, or (O)bsolute. Enter another fund at the Select Fund: prompt, or press the Enter key to return to the Dictionary Management Menu.

```
DESCRIPTION: A// A4
BUDGET FISCAL YEAR BEGIN: 1995//
BUDGET FISCAL YEAR END: 1995//
FUND PROGRAM TRANSFER ALLOWED: NO// ???
    This will allow program/subprogram transfers within a fund if it is 'yes'.

    CHOOSE FROM:
        Y          YES
        N          NO
FUND PROGRAM TRANSFER ALLOWED: NO//
GROSS/NET: NET// ???
    This is used to store GROSS/NET data.

    CHOOSE FROM:
        G          GROSS
        N          NET
GROSS/NET: NET//
STATUS: A//
-----
Select Fund:

    Load Standard Dictionary
    Standard Dictionary List
    Dictionary List Menu ...
    Generate New Fiscal Year Fund/Required Table
    Fund/Appropriation Enter/Edit
    Define Standard Dictionary
    Fund Enter/Edit
    Required Fields Edit

Select Dictionary Management Menu Option:
```

4.20 Required Fields Edit

4.20.1 Introduction

This option allows the user to edit the Required Field file settings. These file settings allow IFCAP to determine the information it requires the user to enter to complete each FMS document.

4.20.2 Select Fund

Enter the fund for which you want to change the required fields at the Select Fund: prompt. If you do not know the fund, enter three question marks and IFCAP will list the available funds.

```
Enter/Edit Budget/Document Required Data-----
Select Fund: ???

CHOOSE FROM:
    1030      1994      1994
    1030      1993      1993
    1030      1995      1995
```

1060	1994	1994
1060	1993	1993
1060	1995	1995
1099	1994	1994
Select Fund: 1030		
1	1030	1994 1994
2	1030	1993 1993
3	1030	1995 1995
CHOOSE 1-3: 3		

4.20.3 Select Document Type

Enter the document type that you would like to edit at the Select Document Type: prompt.
Enter the data element of the document that you would like to edit at the Select Data Element: prompt.

```
Select Document Type: ???

CHOOSE FROM:
ALLOWANCE
GL
REVENUE
SPENDING
SUBALLOWANCE

Select Document Type: ALLOWANCE
1030 / ALLOWANCE BUDGET-----
Select Data Element: ???

CHOOSE FROM:
A/O
BOC
CC
FCP/PRJ
JOB
OC
PGM
RC
RS
STATION
SUB BOC
SUB CC
SUB RS
SUB STATION

Select Data Element: A/O
```

4.20.4 Data Required Setup

Enter whether you want IFCAP to require data for the data element at the Data Required: prompt. Enter another data element that you would like to edit, or press the Enter key.
Enter another fund, or press the Enter key to return to the Dictionary Management Menu.

Supplementary Budget Analyst Menu Options

```
DATA REQUIRED: NO// ???  
    This is used to store DATA REQUIRED data.  
  
    Choose from:  
        Y      YES  
        N      NO  
        O      OPTIONAL  
DATA REQUIRED: NO//  
1030 / ALLOWANCE BUDGET-----  
Select Data Element:  
Enter/Edit Budget/Document Required Data-----  
Select Fund:
```


CHAPTER 5 ERROR MESSAGES AND THEIR RESOLUTION

5.1 FMS Error Processing

FMS documents are generated automatically as a result of certain IFCAP processes. For example, creation and generation of ceiling transactions in IFCAP results in Sub-allowance (SA) documents being created and transmitted to FMS. Additionally, when Accounting obligates purchase orders, processes receiving reports or invoices for payment, various types of FMS documents are automatically sent to Austin.

In designing the interface with FMS, IFCAP developers have built-in various edit checks to prevent rejection of FMS documents. An example of such functionality is the Required Fields File, explained earlier in this document, which ensures that all fields required for a given fund and type of FMS document are present on that FMS document before transmitting it to FMS. Even so, it is impossible to prevent every scenario that might cause FMS documents to reject. It is far less likely that the documents that IFCAP creates automatically will reject, compared with the documents that users create manually, using the FMS Code Sheet Menu's **Create a Code Sheet** option. That is because the automatic document processes contain more built-in protection against document rejection in FMS.

Because rejection of FMS documents is, to some extent, inevitable, there are options to assist users in correction and retransmission of the rejected documents. IFCAP will allow the user to correct the source document, rebuild the document, and retransmit it to FMS.

When FMS rejects a document, it will send an error message containing all relevant FMS error codes to the appropriate recipients the following day. Appropriate recipients are those who are defined in the FCP file (420) to receive FMS notifications for their Fund Control Point (FCP). When the user has corrected a rejected document, the new document will automatically transmit to Austin. The only exceptions are the Budget documents (SA, ST, and AT), which must be generated again with the **Generate FMS Budget Documents** option of the Fund Distribution Module.

IFCAP transactions are transmitted to the FMS system in Austin as electronic mail messages. These messages list the FMS document types they contain in the Subj: line of the message.

Outgoing Message to FMS:

```
Subj: GCS TRANSACTION FMS:SO,VR,IV  [#21381] 07 Jul 94 14:55 13
Lines
From: POSTMASTER in 'IN' basket.    Page 1
-----
```

Error Messages and Their Resolution

```
CTL^IFC^FMS^612^DOC^SO^10 ^612029^612C40011
^19940707^135811^001^001^001^~
BAT^~MO0^612029^~
DOC^~MO1^SO^612C40011 ^10 ^Y^~
MO2^94^07^07^M^~
MO3^01^10.00^~
LIN^~MOA^001^94^0160A1^612^181000^00^0100201B1^2660^10.00
^D^~{
CTL^IFC^FMS^612^VRQ^ ^ ^
^61294070010^19940707^135931^001^001^001^~
VRQ^940707^135930^612^1981^768765498^AMER SOCIETY OF ADDICTION
MEDI^5225 WISCO
NSIN AVENUE N^SUITE 409^WASHINGTON^DC^20015^T^Y^C^N^A^~{
CTL^IFC^FMS^612^DOC^IV^10 ^612I40004
^19940707^140821^001^001^001^~
DOC^~IV1^IV^612I40004 ^10 ^Y^~
IV2^94^07^07^E^94411020035^340.00^~
LIN^~IVA^001^189.60^I^612^SFCS^06^94^0160A1^612^
844100^00^19EA
40200^2660^~IVB^01^~
LIN^~IVA^002^150.40^I^612^SFPR^07^94^0160A1^612^
844100^00^19EA
40200^2660^~IVB^01^~{

Select MESSAGE Action: DELETE (from IN basket)// S

Select BASKET:
```

Once the message is received in the FMS system a mail message is returned to the site-confirming acceptance of the message, including the original message number.

Confirmation Message returning from Austin:

```
Subj: EDO1381 FMS CONFIRMATION [#21382] 07 JUL 94 14:08 CST 2
Lines
From: <POSTMASTER@FOC-AUSTIN.VA.GOV> in 'IN' basket. Page 1
-----

Ref: Your FMS message #21381 with Austin ID #38883674,
is assigned confirmation number 941881357664928.

Select MESSAGE Action: DELETE (from IN basket)// S

Select BASKET:
```

If a document from IFCAP rejects in FMS, the FMS mail group will receive an electronic mail message from FMS notifying them of the rejected document. The message will include the FMS error code and a brief description of the error. The action the user must take to correct the rejected document varies according to the type of document that has rejected.

5.2 Stack Status Report

The Accounting Technician Menu has an option to allow inquiry into all documents and give users the status on each document. The data can be gathered by document type, status or a group of status. The user can see the document with or without code sheet information. For access to this option, contact your IRM service.


```

Accounting Technician Menu ...
Fund Distribution Program Menu ...
Payment/Invoice Tracking Menu ...

Select Fund Distribution & Accounting Menu Option: Accounting Technician Menu

Document Processing Menu ...
Accounting Utilities Menu ...
Reprint Menu ...
Receiving Report Transmission Menu ...
Fee Basis - IFCAP Code Sheet Menu ...
FMS Code Sheet Menu ...

Select Accounting Technician Menu Option: FMS Code Sheet Menu

Code Sheet Edit
Create a Code Sheet
Delete a Code Sheet
Keypunch a Code Sheet
Purge Transmission Records/Code Sheets
Retransmit Stack File Document
Review a Code Sheet
Stack Status Report

Select FMS Code Sheet Menu Option: STACK Status Report

START with TRANSACTION CODE: FIRST// SA
END with TRANSACTION CODE: LAST// ST

Print documents created after DATE: JAN 1,1993// 7/4 (JUL 04,1994)

Select one of the following:

Q      QUEUED FOR TRANSMISSION
M      MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
T      TRANSMITTED
E      ERROR DURING TRANSMISSION
A      ACCEPTED BY FMS
R      REJECTED BY FMS
N      TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED

Select STATUS(s) to display: REJECTED BY FMS

Select one of the following:

Q      QUEUED FOR TRANSMISSION
M      MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
T      TRANSMITTED
E      ERROR DURING TRANSMISSION
A      ACCEPTED BY FMS
R      REJECTED BY FMS
N      TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED

Select STATUS(s) to display:

SELECTED STATUS(s) to display:
REJECTED BY FMS

Print DESCRIPTION of event? NO// Y (YES)
Print DOCUMENT code sheets? NO// (NO)

```

Error Messages and Their Resolution

```
DEVICE: HOME//    LAT

<*> please wait <*>

GCS STACK FILE STATUS REPORT          JUL 08, 1994@11:40:51 PAGE 1
TC-TRAN CODE  -BATNUM    DATE@TIME CREATED      STATUS
-----
SO-612A40024          JUL 05, 1994@12:18:59 REJECTED BY FMS
  DESCR: Purchase Order Obligation
  MAIL MSGS: 21291      CONFIRMATION:

      TOTAL CODE SHEETS: 1

Select FMS Code Sheet Menu Option:  Stack Status Report
START with TRANSACTION CODE: FIRST//  PV
  END with TRANSACTION CODE: LAST//  PVZ

Print documents created after DATE: JAN 1,1993//6/19  (JUN 19, 1994)

      Select one of the following:

          Q      QUEUED FOR TRANSMISSION
          M      MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
          T      TRANSMITTED
          E      ERROR DURING TRANSMISSION
          A      ACCEPTED BY FMS
          R      REJECTED BY FMS
          N      TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED

Select STATUS(s) to display:  REJECTED BY FMS

      Select one of the following:

          Q      QUEUED FOR TRANSMISSION
          M      MARKED FOR IMMEDIATE TRANSMISSION BY EVENT
          T      TRANSMITTED
          E      ERROR DURING TRANSMISSION
          A      ACCEPTED BY FMS
          R      REJECTED BY FMS
          N      TRANSMITTED WITH NO CONFIRMATION MESSAGE RETURNED

Select STATUS(s) to display:

SELECTED STATUS(s) to display:
      REJECTED BY FMS

Print DESCRIPTION of event? NO//  Y  (YES)
Print DOCUMENT code sheets? NO//  Y  (YES)

DEVICE: HOME//    LAT

<*> please wait <*>

GCS STACK FILE STATUS REPORT          JUL 25, 1994@15:11:02 PAGE 1
TC-TRAN CODE  -BATNUM    DATE@TIME CREATED      STATUS
-----
PV-612C4500800        JUN 20, 1994@14:49:04 REJECTED BY FMS
  DESCR: WASH ISC TESTING PV
  MAIL MSGS: 19520      CONFIRMATION:
```

```

*** ACTUAL CODE SHEET:
CTL^IFC^FMS^612^DOC^PV^10 ^ ^612C4500800^19940620^144904^001^001^001^~
DOC^~PV1^PV^612C4500800^10 ^~
PV2^06^05^94^^^^^E^01^^^^^^^^^THISISFAK^^1.00^~
PV3^^^^^^^^^^^^^TEST 1^^^^^^^^^X^^^^~
LIN^~
PVA^001^SO^612C45008 ^001^94^06^02^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^94^06^05^^10000.00^I^P^9
4^05^21^^^^~
PVB^^^^^^^^1.00^~
*** END OF CODE SHEET ***

TOTAL CODE SHEETS: 1

Code Sheet Edit
Create a Code Sheet
Delete a Code Sheet
Keypunch a Code Sheet
Purge Transmission Records/Code Sheets
Retransmit Stack File Document
Review a Code Sheet
Stack Status Report

Select FMS Code Sheet Menu Option:

```

5.3 Funds Distribution Error Processing

The Funds Distribution Module has a new menu for inquiring to and correcting Sub allowance (SA), Sub allowance Transfer (ST) and Allowance Transfer (AT) documents from FMS that may reject because of FMS errors. The Budget Analyst (BA) can inquire as to which documents may have rejected and obtain status for the others.

```

FUND Distribution & Accounting Menu

Accounting Technician Menu ...
Fund Distribution Program Menu ...
Payment/Invoice Tracking Menu ...

Select Fund Distribution & Accounting Menu Option: FUND Distribution Program
Menu

Transaction Menu ...
Budget Utilities Menu ...
Print Menu ...
FMS Documents Inquiry/Error Process ...
Review VENDOR REQUEST

Select Fund Distribution Program Menu Option: FMS Documents Inquiry/Error
Process

SOAR Enter/Edit Date W hen SOs become ARs
FMS Documents Inquiry
Rejected FMS Document Process

Select FMS Documents Inquiry/Error Process Option: FMS Documents Inquiry

Select STATION NUMBER ('^' TO EXIT): 542// 612 MARTINEZ,CA
Select one of the following:

SA Suballowance
ST Suballowance Transfer
AT Allowance Transfer

```

Error Messages and Their Resolution

Select Transaction Type: SA Suballowance

FMS Budget Document ID: ?

ANSWER WITH GENERIC CODE SHEET STACK DOCUMENT IDENTIFIER

DO YOU WANT THE ENTIRE GENERIC CODE SHEET STACK LIST? Y (YES)

CHOOSE FROM:

SA-612FC0001
SA-612FC0002
SA-612FC0003
SA-612FC0004
SA-612FC0005
SA-612FC0006
SA-612FC0007
SA-612FC0008
SA-612FC0009
SA-612FC0010

'^' TO STOP: ^

FMS Budget Document ID: SA-612FC0056

FMS Document: SA-612FC0056

Description: Original Auto SA Document

Status: REJECTED

Created: JUL 6, 1994@08:02:38

FMS Doc Date: 07/06/1994

Doc Year: 94

Quarter: 4

Sation #: 612

FCP #: 120

\$Amount: 70000.00

BBFY: 1994

FMS Action: C

FMS Budget Document ID: SA-612FC0057

FMS Document: SA-612FC0057

Description: Original Auto SA Document

Status: REJECTED

Created: JUL 6, 1994@08:02:41

FMS Doc Date: 07/06/1994

Doc Year: 94

Quarter: 4

Sation #: 612

FCP #: 1333

\$Amount: 80000.00

BBFY: 1994

FMS Action: A

FMS Budget Document ID:

FMS Budget Document ID: NOT FOUND!

Select one of the following:

SA	Suballowance
ST	Suballowance Transfer
AT	Allowance Transfer

Select Transaction Type: ST Suballowance Transfer

FMS Budget Document ID: ?

ANSWER WITH GENERIC CODE SHEET STACK DOCUMENT IDENTIFIER

DO YOU WANT THE ENTIRE GENERIC CODE SHEET STACK LIST? Y (YES)

CHOOSE FROM:

ST-612FC0034 ST-612FC0061
FMS Budget Document ID: ST-612FC0061
FMS Document: ST-612FC0061 Description: Original Auto ST Document Status: REJECTED Created: JUL 6, 1994@16:16:11 FMS Doc Date: 07/06/1994 Doc Year: 94 Quarter: 4 Sation #: 612 From FCP #: 120 \$Amount: 100.00 BBFY: 1994 To FCP#: 122
FMS Budget Document ID: FMS Budget Document ID: NOT FOUND!
Select one of the following:
SA Suballowance ST Suballowance Transfer AT Allowance Transfer
Select Transaction Type: AT Allowance Transfer
FMS Budget Document ID: ? ANSWER WITH GENERIC CODE SHEET STACK DOCUMENT IDENTIFIER DO YOU WANT THE ENTIRE GENERIC CODE SHEET STACK LIST? Y (YES) CHOOSE FROM: AT-612FC0031 AT-612FC0065
FMS Budget Document ID: AT-612FC0065
FMS Document: AT-612FC0065 Description: Original Auto AT Document Status: REJECTED Created: JUL 7, 1994@12:31:21 FMS Doc Date: 07/07/1994 Doc Year: 94 Quarter: 4 Sation #: 612 From FCP #: 102 \$Amount: 100.00 BBFY: 1994 To FCP#: 910
FMS Budget Document ID: FMS Budget Document ID: NOT FOUND!
Select one of the following:
SA Suballowance ST Suballowance Transfer AT Allowance Transfer
Select Transaction Type:
SOAR Enter/Edit Date W hen SOs become ARs

Error Messages and Their Resolution

FMS Documents Inquiry Rejected FMS Document Process
Select FMS Documents Inquiry/Error Process Option:

The Budget Analyst will need to correct the errors according to the error codes on the DCT mail message returned from Austin. After the errors are corrected, the BA can regenerate the rejected document. For FMS budget documents created in IFCAP, errors will generally arise for only two reasons.

Insufficient Funds at Allowance Level

An SA document can reject because there was not enough money at the Allowance (station) level to distribute the ceiling to the FCP. If this is the case, the user has two options. The first is to wait until VACO has funded the allowance level with sufficient funds to cover the ceiling, then regenerate the document. The second is to “undo” the ceiling by using the “Place Released Ceiling Transaction in CP File” option. The user would enter a negative ceiling here, to back out the ceiling that rejected in FMS, and, correctly, no FMS document would be sent as a result of using this transaction. Now the IFCAP control point is again in sync with the FMS control point budget. There is one caveat, however. There is currently no way to “cancel” or “delete” a rejected FMS document from the IFCAP stack file. Therefore, this rejected document remains in the file until one year after the transaction date when IFCAP purges it from its records.

Set-up of FCP is Invalid

Another reason that budget documents can reject is that the combination of budget elements coded on the initial SA for the FCP are not valid in FMS. The FMS error message will tell the user what is wrong with the budget set-up. The user will then go to the Add/Edit Control Point option, correct the FMS budget element(s) in question, and then simply regenerate the document. The user will NOT re-create the ceiling and/or transfer.

Rejected FMS Document Process (Regeneration):

SOAR Enter/Edit Date W hen SOs become ARs FMS Documents Inquiry Rejected FMS Document Process
Select FMS Documents Inquiry/Error Process Option: REJected FMS Document Process
Select STATION NUMBER ('^' TO EXIT): 542// 612 MARTINEZ,CA
Select one of the following:
SA Suballowance
ST Suballowance Transfer
AT Allowance Transfer
Select Transaction Type: SA Suballowance
FMS Rejected Budget Document ID: SA-612FC0062

```

FMS Document: SA-612FC0062
Description: Original Auto SA Document
Status: REJECTED
Created: JUL  6, 1994@16:32:19
FMS Doc Date: 07/06/1994
Doc Year: 94
Quarter: 4
Sation #: 612
FCP #: 434
$Amount: 15000.00
BBFY: 1994
FMS Action: A

Ready To File Regenerated FMS Document? YES
<Filed>

FMS Rejected Budget Document ID:
FMS Rejected Budget Document ID:  NOT FOUND!

    Select one of the following:

        SA          Suballowance
        ST          Suballowance Transfer
        AT          Allowance Transfer

Select Transaction Type: ST  Suballowance Transfer

FMS Rejected Budget Document ID: ?
ANSWER WITH GENERIC CODE SHEET STACK DOCUMENT IDENTIFIER
DO YOU WANT THE ENTIRE GENERIC CODE SHEET STACK LIST? Y  (YES)
CHOOSE FROM:
    ST-612FC0034
    ST-612FC0061

FMS Rejected Budget Document ID: ST-612FC0061

FMS Document: ST-612FC0061
Description: Original Auto ST Document
Status: REJECTED
Created: JUL  6, 1994@16:16:11
FMS Doc Date: 07/06/1994
Doc Year: 94
Quarter: 4
Sation #: 612
From FCP #: 120
$Amount: 100.00
BBFY: 1994
To FCP#: 122

Ready To File Regenerated FMS Document? YES
<Filed>

FMS Rejected Budget Document ID:

    Select one of the following:

        SA          Suballowance
        ST          Suballowance Transfer
        AT          Allowance Transfer

Select Transaction Type: AT  Allowance Transfer

```

Error Messages and Their Resolution

```
FMS Rejected Budget Document ID: ?
ANSWER WITH GENERIC CODE SHEET STACK DOCUMENT IDENTIFIER
DO YOU WANT THE ENTIRE GENERIC CODE SHEET STACK LIST? Y (YES)
CHOOSE FROM:
    AT-612FC0031
    AT-612FC0065
    AT-612FC0072

FMS Rejected Budget Document ID: FC0065  AT-612FC0065

FMS Document: AT-612FC0065
Description: Original Auto AT Document
Status: REJECTED
Created: JUL  7, 1994@12:31:21
FMS Doc Date: 07/07/1994
Doc Year: 94
Quarter: 4
Sation #: 612
From FCP #: 102
$Amount: 100.00
BBFY: 1994
To FCP#: 910

Ready To File Regenerated FMS Document? YES
<Filed>

FMS Rejected Budget Document ID:
Select one of the following:

    SA      Suballowance
    ST      Suballowance Transfer
    AT      Allowance Transfer

Select Transaction Type:

SOAR  Enter/Edit Date W hen SOs become ARs
      FMS Documents Inquiry
      Rejected FMS Document Process

Select FMS Documents Inquiry/Error Process Option:
```

5.4 How To Correct Errors Using the Accounting Technician's Menu

The Accounting Technician's Menu allows users to correct any (MO or SO) document by reviewing and editing the original purchase order or 1358 document. Once edited the document will be rebuilt and transmitted to FMS. For access to this option, contact your IRM service.

FMS Inquiry Rejected Obligation Documents:

```
Document Processing Menu ...
Accounting Utilities Menu ...
Reprint Menu ...
Receiving Report Transmission Menu ...
Fee Basis - IFCAP Code Sheet Menu ...
FMS Code Sheet Menu ...

Select Accounting Technician Menu Option: Document Processing Menu
```



```

1358 Processing Menu ...
Amendment Processing
General Post Funds Requests Processing
Invoice Processing (ACCTG) Menu ...
Obligation Processing
Process Receiving Report
Return Purchase Order to Supply
Return PO Amendment to Supply
Stacked Fiscal Documents Menu ...
FMS Rejected Obligation Document Processing ...

Select Document Processing Menu Option: FMS Rejected Obligation Document Process
ing

FMS Inquiry Rejected Obligation Documents ...
FMS Rebuild/Transmit Rejected Obligation Documents ...

Select FMS Rejected Obligation Document Processing Option: FMS Inquiry Rejected
Obligation Documents

MO/SO Rejected Document Inquiry for P.O.
SO Rejected Document Inquiry for 1358s

Select FMS Inquiry Rejected Obligation Documents Option: MO/SO Rejected Document
Inquiry for P.O.

MO/SO Rejected Document Inquiry for P.O.

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC

Select Stack Document for Inquiry: SO-688A40412

Select one of the following:

MO          Miscellaneous Order
SO          Service Order

Select Transaction Type: SO  Service Order

FMS Document: SO-612A40024
Description: Purchase Order Obligation
Status: REJECTED BY FMS
Created: JUL  5, 1994@12:18:59

This FMS document has rejected due to one or more errors.
The Certified Invoice will now be displayed for your review.

Please review the source document very carefully and take
the appropriate corrective action.

Press 'RETURN' to continue
PURCHASE ORDER: 612-A40024
M.O.P.: CERTIFIED INVOICE

STATUS: Transaction Complete
LAST PARTIAL RECD.:
REQUESTING SERVICE: PPM
SHIP TO: Warehouse
V.A. Medical Center
8403 Colesville Rd
Silver Sprin, MD 20910

VENDOR: STRICK LEASE INC
U.S. HIGHWAY #1
FAIRLESS HILLS, PA 19030
800 257 1079

DELIVERY HOURS:
8:00 AM - 4:30 PM

```

Error Messages and Their Resolution

FOB POINT: DESTINATION COST CENTER: 161000 TYPE: PURCHASE ORDER DELIVER ON/BEFORE 7/15/94 DISCOUNT TERM: NET30 APP: 364/50161.001-120	PROPOSAL: N/A CONTRACT:	AUTHORITY: FAR 13 AGENT: JERRY NAPOLI DATE: 7/5/94 ESTIMATED TOTAL: 3.00
--	--------------------------------	--

ENTER '^' TO HALT:

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
1	TEST	1	EA	3.00	3.00

*** ESTIMATED PURCHASE ORDER ***

END OF DISPLAY--PRESS RETURN OR ENTER '^' TO HALT:

Select Stack Document for Inquiry:
Select Stack Document for Inquiry: NOT FOUND!

Select one of the following:

MO	Miscellaneous Order
SO	Service Order

Select Transaction Type:

MO/SO Rejected Document Inquiry for P.O.
SO Rejected Document Inquiry for 1358s

Select FMS Inquiry Rejected Obligation Documents Option:

FMS Inquiry Rejected Obligation Documents ...
FMS Rebuild/Transmit Rejected Obligation Documents ...

Select FMS Rejected Obligation Document Processing Option: **FMS REbuild/Transmit Rejected Obligation Documents**

MO/SO Rebuild/Transmit for P.O.
SO Rebuild/Transmit for 1358s

Select FMS Rebuild/Transmit Rejected Obligation Documents Option: **MO/SO Rebuild/Transmit for P.O.**

MO/SO Rebuild/Transmit for P.O.

Select STATION NUMBER ('^' TO EXIT): 542// 612 MARTINEZ, CA

Select one of the following:

MO	Miscellaneous Order
SO	Service Order

Select Transaction Type: **MO Miscellaneous Order**

Select Stack Document for Rebuild/Transmit: A40030

```

1  A40030  MO-612A40030
2  A40030  MO-612A40030  -612036
3  A40030  MO-612A40030  -612038
4  A40030  MO-612A40030  -612039
5  A40030  MO-612A40030  -612040

```

CHOOSE 1-5: 1 MO-612A40030

FMS Document: MO-612A40030

Description: Purchase Order Obligation Rebuild/Transmit
 Status: REJECTED BY FMS
 Created: JUL 11, 1994@16:42:54

This FMS document has rejected due to one or more errors.
 The Purchase Order can now be displayed for your review.

Please review the source document very carefully and take
 the appropriate corrective action.

Do you wish to display the source document? YES// YES

```

PURCHASE ORDER: 612-A40030          STATUS: Complete Order Received (Amended)
M.O.P.: INVOICE/RECEIVING REPORT    LAST PARTIAL RECD.: 1  07/11/94
REQUESTING SERVICE: SUPPLY
VENDOR: KERR MANUFACTURING CO       SHIP TO: Warehouse
      28200 Wick Road                V.A. Medical Center
      ROMULUS, MI  48174             8403 Colesville Rd
      313 946 7800                  Silver Sprin, MD  20910

```

DELIVERY HOURS:
 8:00 AM - 4:30 PM

DELIVERY LOCATION: SUPPLY

FOB POINT: ORIGIN	PROPOSAL: N/A	AUTHORITY:
COST CENTER: 844100		FAR 13
TYPE: PURCHASE ORDER		AGENT:
DELIVER ON/BEFORE 7/21/94	CONTRACT:	TERRY WOLGAMOTT
DISCOUNT TERM: NET30		DATE: 7/11/94
APP: 3640160.001.01-1102		TOTAL: 18871.11

ENTER '^' TO HALT:

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
1	LOTS OF GOOD STUFF	110	EA	155.5555	17111.11
	NSN: 7510-00-123-7777 QTY PREV RCVD: 100 PARTIAL NO.: 1 Items per EA: 1				
3	GOOD STUFF	10	EA	150.00	1500.00
	Items per EA: 1				
4	MORE GOOD STUFF	10	EA	25.00	250.00
	Items per EA: 1				
5	EST. SHIPPING AND/OR HANDLING			10.00	

Error Messages and Their Resolution

Ifcap Training				
V.A. TRANSACTION NUMBERS: 612-94-4-1102-0044				
AMENDMENT NUMBER: 1		EFFECTIVE DATE: 7/11/94		
ENTER '^' TO HALT:				
ITEM	DESCRIPTION	QTY UNIT	UNIT COST	TOTAL COST

ADDED THROUGH AMENDMENT				
Item No. 3 Item Master File No.				
GOOD STUFF				
Items per EA: NSN:				
10 EA at \$ 150.0000 = \$ 1500.00				
AMENDMENT NUMBER: 2		EFFECTIVE DATE: 7/11/94		
**Currently:				
Item No. 1 Item Master File No. 5505				
LOTS OF GOOD STUFF				
Items per EA: 1 NSN: 7510-00-123-7777				
110 EA at \$ 150.00 = \$ 16500.00				
ENTER '^' TO HALT:				
ITEM	DESCRIPTION	QTY UNIT	UNIT COST	TOTAL COST

**Will now be AMENDED to read:				
Item No. 1 Item Master File No. 5505				
LOTS OF GOOD STUFF				
Items per EA: 1 NSN: 7510-00-123-7777				
110 EA \$ 155.5555 = \$ 17111.11				
AMENDMENT NUMBER: 3		EFFECTIVE DATE: 7/12/94		
ADDED THROUGH AMENDMENT				
Item No. 4 Item Master File No.				
MORE GOOD STUFF				
Items per EA: 1 NSN:				
10 EA at \$ 25.0000 = \$ 250.00				
AMENDMENT NUMBER: 4		EFFECTIVE DATE: 7/12/94		
ENTER '^' TO HALT:				
ITEM	DESCRIPTION	QTY UNIT	UNIT COST	TOTAL COST

**Currently:				

```

Item No. 1      Item Master File No. 5505
LOTS OF GOOD STUFF
  Items per EA: 1      NSN: 7510-00-123-7777
    100 EA at $      155.56 = $ 15555.55
**Will now be AMENDED to read:
Item No. 1      Item Master File No. 5505
LOTS OF GOOD STUFF
  Items per EA: 1      NSN: 7510-00-123-7777
    110 EA $      155.5555 = $ 17111.11

```

Review a Receiving Report ? NO// (NO)

Do you wish to rebuild and retransmit this FMS document? YES//

PURCHASE ORDER - 612-A40030

```

COST CENTER: 844100      CONTROL POINT: 1102 MED CARE TEST2
BOC #1: 2660      AMOUNT: $ 18861.11
BOC #2: 2661      AMOUNT: $ 0.00
BOC #3: 2660      AMOUNT: $ 10.00

```

Justification(s):

Transaction Number: 612-94-4-1102-0044

Required for recreational activities in employee wellness.

The information listed above is recorded on this PURCHASE ORDER.
Is the above information correct? YES// NO

Should the Cost Center or BOC information be edited at this time? NO// YES

...now edititng the Cost Center...

COST CENTER: 844100//

...now editing the BOCs...

Do you wish to assign the same BOC to ALL items? NO//

Do you wish to edit specific line items? YES//

```

Select ITEM: 1      LOTS OF GOOD STUFF
      STK#:      NSN: 7510-00-123-7777
BOC: 2660 Operating Supplies and Ma Replace ... With 2661
  Replace
    2661 Expendable Furniture and
2661 Expendable Furniture and Fixtures and Decoras
Select ITEM:

```

...now recalculating FMS commodity lines...

PURCHASE ORDER - 612-A40030

```

COST CENTER: 844100      CONTROL POINT: 1102 MED CARE TEST2
BOC #1: 2660      AMOUNT: $ 1750.00

```

Error Messages and Their Resolution

BOC #2: 2661	AMOUNT: \$ 17111.11
BOC #3: 2660	AMOUNT: \$ 10.00

Justification(s):

Transaction Number: 612-94-4-1102-0044

Required for recreational activities in employee wellness.

The information listed above is recorded on this PURCHASE ORDER.

Is the above information correct? YES//

Net Cost of Order: \$ 18871.11

Control Point Balances

Uncommitted Balance:	\$ 166962.85
Unobligated Balance:	\$ 174399.35
Committed, Not Obligated:	\$ 7436.50

OK to Continue? YES// YES

Select Obligation Processing Date: JUL 11,1994// (JUL 11, 1994)

This Purchase Order Obligation will now generate the Original Entry Miscellaneous Order (MO) Document. The MO Document will be marked for transmission to FMS.

Transmit this Document to FMS? YES//

The Electronic Signature must now be entered to generate the MO Document.

Enter ELECTRONIC SIGNATURE CODE: Thank you.

...now generating the FMS Miscellaneous Order (MO) Document...

...HMMM, LET ME THINK ABOUT THAT A MOMENT...

Select Stack Document for Rebuild/Transmit:

Select Stack Document for Rebuild/Transmit: NOT FOUND!

Select one of the following:

MO	Miscellaneous Order
SO	Service Order

Select Transaction Type:

MO/SO Rebuild/Transmit for P.O.
SO Rebuild/Transmit for 1358s

Select FMS Rebuild/Transmit Rejected Obligation Documents Option:

FMS Inquiry Rejected Obligation Documents ...
FMS Rebuild/Transmit Rejected Obligation Documents ...

Select FMS Rejected Obligation Document Processing Option:

5.5 Payment Error Processing

Payment vouchers transmitted to FMS may sometimes reject. The Accounting Technician has 2 options under the Invoice Processing (ACCTG) Menu to help view and correct (**PV**) type of documents and return corrected document to FMS for processing: the Payment Voucher (PV) Inquiry option and the FMS Payment Voucher Error Processing option. For access to this option, contact your IRM service.

Payment Voucher (PV) Inquiry:

<p>Accounting Technician Menu Document Processing Menu ... Accounting Utilities Menu ... Reprint Menu ... Receiving Report Transmission Menu ... Fee Basis - IFCAP Code Sheet Menu ... FMS Code Sheet Menu ...</p> <p>Select Accounting Technician Menu Option: DOCUMENT PROCESSING MENU</p> <p>The system can now generate a report that will list the type and number of each document that is ready for processing at this time.</p> <p>But, it may take a while to complete.</p> <p>Do you want to run the report at this time? NO//</p> <p>1358 Processing Menu ... Amendment Processing General Post Funds Requests Processing Invoice Processing (ACCTG) Menu ... Obligation Processing Process Receiving Report Return Purchase Order to Supply Return PO Amendment to Supply Stacked Fiscal Documents Menu ... FMS Rejected Obligation Document Processing ...</p> <p>Select Document Processing Menu Option: INVOICE PROCESSING (ACCTG) MENU</p>				
<table> <tr> <td>PV</td> <td> Invoice Processing for Payment Return Invoice to Voucher Audit Payment Voucher (PV) Inquiry FMS Payment Voucher Error Processing View Certified Invoice </td> </tr> </table> <p>Select Invoice Processing (ACCTG) Menu Option: PAYMENT VOUCHER (PV) INQUIRY</p> <p>Payment Voucher (PV) Inquiry</p> <p>Select STATION NUMBER ('^' TO EXIT): 542// 612 MARTINEZ, CA</p> <p>Select one of the following:</p> <table> <tr> <td>PV</td> <td>Payment Voucher</td> </tr> </table>	PV	Invoice Processing for Payment Return Invoice to Voucher Audit Payment Voucher (PV) Inquiry FMS Payment Voucher Error Processing View Certified Invoice	PV	Payment Voucher
PV	Invoice Processing for Payment Return Invoice to Voucher Audit Payment Voucher (PV) Inquiry FMS Payment Voucher Error Processing View Certified Invoice			
PV	Payment Voucher			

Error Messages and Their Resolution

Select Transaction Type: **PV Payment Voucher**

Payment Voucher NumberC40011 PV-612C4001100

FMS Document: PV-612C4001100
Description: Payment Voucher
Status: REJECTED BY FMS
Created: JUL 7, 1994@13:55:02

This FMS document has rejected due to one or more errors.
The Certified Invoice will now be displayed for your review.

Please review the source document very carefully and take
the appropriate corrective action.

Press 'RETURN' to continue:

...Alright, I'm tired. Please hold on...

INVOICE TRACKING LIST JUL 26,1994 09:09 PAGE 1

ID NUMBER: 40075	INVOICE/BILL NUMBER: 123
DATE OF INVOICE: JUL 7, 1994	DATE INVOICE RECEIVED: JUL 7, 1994
INVOICE TYPE: NORMAL	PURCHASE ORDER POINTER: 612-C40011
VENDOR: SCHUCKER CONSTRUCTION CO	DISCOUNT DAYS: 0
DISCOUNT TERMS: STANDARD	AMOUNT CERTIFIED FOR PAYMENT: \$110.00
DATE GOODS/SERVICE RECEIVED: JUL 7, 1994	
CERTIFICATION REQUIRED?: YES	STATION NUMBER: 612
PURCHASE ORDER NUMBER: 612-C40011	FMS PAYMENT VOUCHER #: 612C4001100
GROSS AMOUNT OF INVOICE: \$110.00	NET DAYS: 30
STATUS: Transaction Complete	EXPANDED PO NUMBER: 612-C40011
CURRENT INVOICE LOCATION: FISCAL	
D/T CHARGED TO CURRENT LOC: JUL 7, 1994@13:53	
DATE RETURNED TO FISCAL: JUL 7, 1994	CERTIFIED FOR PAYMENT BY: NAPOLI,JERRY
COMPLETED IN ACCOUNTING BY: NAPOLI,JERRY	
CERTIFIED BY VALIDATION CODE: /ES/JERRY NAPOLI	
COMPLETED BY VALIDATION CODE: /ES/JERRY NAPOLI	

INVOICE TRACKING LIST JUL 26, 1994@09:09 PAGE 2

CHARGED TO CURRENT LOCATION BY: NAPOLI,JERRY
CERTIFIED BY VALIDATION VER: 1 CERTIFIED BY ESIG CODE: 5711
COMPLETED BY VALIDATION VER: <HIDDEN> COMPLETED BY ESIG CODE: 5711
CERTIFIED BY SIG DATE/TIME: JUL 7, 1994@13:53:43
COMPLETED BY SIG DATE/TIME: JUL 7, 1994@13:55

CERTIFYING SERVICE: FISCAL
DATE/TIME CHARGED OUT: JUL 7, 1994@13:53
CHARGED BY: NAPOLI,JERRY

CERTIFYING SERVICE: FISCAL
DATE/TIME CHARGED OUT: JUL 7, 1994@13:53
CHARGED BY: NAPOLI,JERRY

BOC: 2660 Operating Supplies and Materials
ACCOUNTING LINE AMOUNT: \$120.00 LIQUIDATION AMOUNT: \$110.00
LIQUIDATION CODE: PARTIAL FMS LINE #: 1


```
PROMPT PAYMENT TERMS #: 1          DISCOUNT PERCENT: NET
DISCOUNT DAYS: 30
```

Press 'RETURN' to continue:

```
Payment Voucher Number
Payment Voucher Number NOT FOUND!
```

Select one of the following:

```
PV          Payment Voucher
```

Select Transaction Type:

```

Invoice Processing for Payment
Return Invoice to Voucher Audit
PV   Payment Voucher (PV) Inquiry
      FMS Payment Voucher Error Processing
      View Certified Invoice
```

FMS Payment Voucher Error Processing:

```
Select Invoice Processing (ACCTG) Menu Option: FMS Payment Voucher Error
Processing
```

FMS Payment Voucher Error Processing

```
Select Payment Voucher Number:    PV-612C4001100
```

```
FMS Document: PV-612C4001100
Description: Payment Voucher
Status: REJECTED BY FMS
Created: JUL  7, 1994@13:55:02
```

```
This FMS document has rejected due to one or more errors.
**PONUM=PV-612C4001100
```

The Certified Invoice can now be displayed for your review.

Please review the source document very carefully and take the appropriate corrective action.

Do you wish to display the source document? YES// NO

Do you wish to rebuild and retransmit this FMS document? YES//

```
Select STATION NUMBER ('^' TO EXIT): 612//          MARTINEZ, CA
Does this invoice need to be processed by Voucher Audit? NO// Y  (YES)
ARE YOU SURE? YES//    (YES)
```

```
Status has been changed from 'Transaction Complete'
to 'Awaiting Voucher Audit Review'.
```

Press 'RETURN' to continue:

```
Select Payment Voucher Number:    PV-612C4001100
```

```
FMS Document: PV-612C4001100
```

Error Messages and Their Resolution

```
Description: Payment Voucher
Status: REJECTED BY FMS
Created: JUL  7, 1994@13:55:02

This FMS document has rejected due to one or more errors.
**PONUM=PV-612C4001100

The Certified Invoice can now be displayed for your review.

Please review the source document very carefully and take
the appropriate corrective action.

Do you wish to display the source document? YES// NO

Do you wish to rebuild and retransmit this FMS document? YES//

Select STATION NUMBER (^ TO EXIT): 612//          MARTINEZ, CA
Does this invoice need to be processed by Voucher Audit? NO// (NO)
      Status has been changed from 'Awaiting Voucher Audit Review'
      to 'In Accounting'.

Do you wish to process this invoice at this time? YES// (YES)
Switching to 'Process Invoice in Accounting' Module.

Unliquidated obligation amounts and BOCs on this order are:
  $110.00  2660 Operating Supplies and Materials
Total Invoice Amount Certified for Payment=$110.00

Select BOC: 2660 Operating Supplies and Materials
//
  BOC: 2660 Operating Supplies and Materials//
FMS Line #1
  ACCOUNTING LINE AMOUNT: 120.00// 110.00
  LIQUIDATION AMOUNT: 110.00//
  LIQUIDATION CODE: PARTIAL//
Select BOC:
OK to process this payment to FMS? NO// Y (YES)
Enter ELECTRONIC SIGNATURE CODE:          Thank you.
  Transferring invoice data to PV document for transmission to FMS.

  Returning to 'Process FMS/CAPPS Error Message' Module.

Press 'RETURN' to continue:

FMS Payment Voucher Error Processing

Select Payment Voucher Number:
Select Payment Voucher Number:  NOT FOUND!

      Select one of the following:

          PV          Payment Voucher

Select Transaction Type:

          Invoice Processing for Payment
          Return Invoice to Voucher Audit
PV      Payment Voucher (PV) Inquiry
          FMS Payment Voucher Error Processing
          View Certified Invoice
```

Select Invoice Processing (ACCTG) Menu Option:
--

5.6 GIP Module

The GIP module has no error processing options. Current functionality will keep Internal Voucher (IV) documents updated with balances from FMS. IFCAP sends an IV document to Austin when the warehouse posts an issue book order. Users will no longer see a code sheet for issue book orders. For access to this option, contact your IRM service.

5.7 Error Listing

FMS uses an error listing to aid sites in interpreting the error codes and learn possible solutions. This error listing has over 10,000 entries. This listing is in the FMS Error Guide, available at your IRM service.

CHAPTER 6 MENU OUTLINE

This chapter lists each menu option assigned to the standard menu configuration for a Budget Analyst. Main menu options are flush left. Subordinate options are spaced to the right. For example, if you wanted to use the "Edit Existing, Unreleased Transaction" option, you would select "Funds Distribution Program Menu", then "Transaction Menu", then "Edit Existing, Unreleased Transaction".

```
Funds Distribution Program Menu
  Transaction Menu
    Add New Transaction (Ceiling)
    Edit Existing, Unreleased Transaction
    Delete Unreleased Transaction
    Transfer From/To Control Point
    Release Transaction
    Monthly Budget Distribution
    Generate FMS Budget Documents
    Multiple Transaction Menu
      Create/Post Multiple Transaction
      Post/Edit Temporary Transaction
    Quarterly Rollover Fund Control Point Balance
  Budget Utilities Menu
    Edit Budget Categories
    FMS Exception Transaction Report
    Repost FMS Exceptions
    Clear FMS Exception File Entries
    Clear Program Lock
  Dictionary Management Menu
    Load Standard Dictionary
    Standard Dictionary List
    Dictionary List Menu
      Standard Dictionary List
      Fund List
      Fund/Appropriation List
      Required Fields List
    Generate New Fiscal Year Fund/Required Table
    Fund/Appropriation Enter/Edit
    Define Standard Dictionary
    Fund Enter/Edit
    Required Fields Edit
  Display Control Point Official's Balance
  FCP/CC/BOC Management Menu
    BOC Management Menu
      Add/Edit BOC
      Deactivate BOC
      Reactivate BOC
      BOC Listing
    Cost Center Management Menu
      Add/Edit Cost Center
      Deactivate Cost Center
      Reactivate Cost Center
      Cost Center Listing
      List Cost Centers with Associated BOC
    Fund Control Point Management Menu
      Add/Edit Control Point
      Deactivate a Fund Control Point
      Reactivate a Fund Control Point
      Place Released Ceiling Transaction in CP File
      Display Control Point Committed Transactions
  Reset FCP Yearly Accounting Element & ACT Code
  Recalculate All Fund Control Point Balances
  Print Menu
    Selected Control Points
    Range of Transactions
```

Menu Outline

- Transfer of Disbursing Authority
- Detailed Appropriation Summary
- Appropriation Summary Totals
- FTEE Summary by Appropriation
- Budget Distribution Reports Menu
 - 1st Quarter Report
 - 2nd Quarter Report
 - 3rd Quarter Report
 - 4th Quarter Report
 - April - September
 - October - March
 - Complete Fiscal Year
- Control Point List
- FCP BOC List
- Control Point PO List
- Audit Reports Menu
 - Control Point Activity File Inquiry
 - Procurement and Accounting Transactions Inquiry
- 826 (IFCAP) Report
- Detailed Report of Unpaid PC Transactions by FCP
- Display 2237 Request
- FCP Accounting Elements
- Fiscal Daily Review
- Fiscal Pending Action
- History of Purchase Card Transactions
- Purchase Card Statistics
- Reconciled Purchase Card Transactions
- Unreconciled Austin Payment Transactions
- Unreconciled Purchase Card Transactions
- Year To Date Accrual
- FMS Documents Inquiry/Error Process
 - SOAR Enter/Edit Date When SOs become ARs
 - FMS Documents Inquiry
 - Rejected FMS Document Process
- Review VENDOR REQUEST

GLOSSARY

1358	Estimated Miscellaneous Obligation or Change in Obligation.
2138	VA Form 90-2138, Order for Supplies or Services. First page of a VA Purchase Order.
2139	VA Form 90-2139, Order for Supplies or Services (Continuation). This is a continuation sheet for the 2138 form.
2237	VA Form 90-2237, Request, Turn-in and Receipt for Property or Services. Used to request goods and services.
A&MM	Acquisition and Materiel Management Service.
AACS	Automated Allotment Control System--Central computer system developed by VHA to disburse funding from VACO to field stations.
Accounting Technician	Fiscal employee responsible for obligation and payment of received goods and services. Accounting Technicians process accounting transactions and transmit them to FMS.
Activity Code	The last two digits of the AACS number. It is defined by each station.
ADP Security Officer	The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access.
Agent Cashier	The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts.
ALD Code	Appropriation Limitation Department. A set of Fiscal codes that identifies the appropriation used for funding.
Allowance table	Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level.
Amendment	A document, which changes the information contained in a specified Purchase Order. Amendments are processed by the Purchasing & Contracting section of A&MM and obligated by Fiscal Service.

AMIS	Automated Management Information System.
Application Coordinator	The individuals responsible for the implementation, training and trouble-shooting of a software package within a service. IFCAP requires there be an Application Coordinator designated for Fiscal Service, Supply Service, and for the Control Points (Requesting Services).
Approve Requests	The use of an electronic signature by a Control Point Official to approve a 2237, 1358 or other request form and transmit said request to Supply/Fiscal.
Authorization	A charge to an obligated 1358. Each authorization represents a deduction from the balance of a 1358 to cover an expense. Authorizations are useful when you have expenses from more than one vendor for a single 1358.
Authorization Balance	The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations.
Batch Number	A unique number assigned by the computer to identify a batch (group) of Code Sheets. Code Sheets may be transmitted by Batch Number or Transmission Number.
Breakout Code	A set of A&MM codes which identifies a vendor by the type of ownership (e.g., Minority-owned, Vietnam Veteran Owned, Small Business Total Set Aside, etc.).
Budget Analyst	Fiscal employee responsible for distributing and transferring funds.
Budget Object Code	Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes replace sub accounts in IFCAP V. 5.1. Budget object codes are listed in the left column of MP4 Part V, Appendix B-1.
Budget Sort Category	Used by Fiscal Service to identify the allocation of funds throughout their facility.
Ceiling Transactions	Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options.
Classification of Request	An identifier a Control Point can assign to track requests that fall into a category, e.g., Memberships, Replacement Parts, Food Group III.
Common Numbering Series	This is a pre-set series of Procurement and Accounting Transaction (PAT) numbers used by Purchasing and Contracting, Personal Property Management, Accounting Technicians and Imprest Funds Clerks to generate new

	Purchase Orders/Requisitions/Accounting Transactions on IFCAP. The Application Coordinators establish the Common Numbering Series used by each facility.
Control Point	Financial element, existing ONLY in IFCAP, which corresponds to the ACCS number in FMS. Also the division of monies to a specified service, activity or purpose from an appropriation.
Control Point Clerk	The user within the service who is designated to input requests (2237s) and maintain the Control Point records for a Service.
Control Point Official	The individual authorized to expend government funds for ordering of supplies and services for their Control Point(s). This person has all of the options the Control Point Clerk has plus the ability to approve requests by using their electronic signature code.
Control Point Official's Balance	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated and remaining to be spent for a specified fiscal quarter.
Control Point Requestor	The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. This user can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM.
Cost Center	“Subsection” of a Fund Control Point. Cost centers allow fiscal staff to create total expense reports for a section or service, and allow requestors to assign requests to that section or service. Cost centers are listed in the left column of MP-4 Part V, Appendix B-1.
Cost Center	A subdivision of a Fund Control Point, which tells which service/section, is being charged for a request/order.
Date Committed	The date that you want IFCAP to commit funds to the purchase.
Default	A suggested response that is provided by the system.
Deficiency	When a budget has obligated and expended more than it was funded (see MP-4, Part V, Section C).
Delinquent Delivery Listing	A listing of all the Purchase Orders that have not had all the items received by the Warehouse on IFCAP. It is used to contact the vendor for updated delivery information.
Direct Delivery Patient	A patient who has been designated to have goods delivered directly to him/her from the vendor.

Discount Item	This is a trade discount on a Purchase Order. The discount can apply to a line item or a quantity. This discount can be a percentage or a set dollar value.
EDI Vendor	A vendor with whom the VA has negotiated an arrangement to accept and fill orders electronically.
Electronic Data Interchange (EDI)	Electronic Data Interchange is a method of electronically exchanging business documents according to established rules and formats.
Electronic Signature	The electronic signature code replaces the written signature on all IFCAP documents used within your facility. Documents going off-station will require a written signature as well.
Expenditure Request	A Control Point document that authorizes the expenditure of funds for supplies and/or services (e.g., 2237, 1358, etc.).
FCP	Fund Control Point (see Control Point).
Federal Tax ID	A unique number that identifies your station to the Internal Revenue Service.
Fiscal Balance	The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by any liquidation submitted against the obligation.
Fiscal Quarter	The fiscal year is broken into four three-month quarters. The first fiscal quarter begins on October 1.
Fiscal Year	Twelve-month period from October 1 to September 30.
FMS	Financial Management System, which has replaced CALM as the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
FOB	Freight on Board. An FOB of "Destination" means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of "Origin" means that shipping charges are due to the shipper, and must be paid when the shipper arrives at the warehouse with the item.
FPDS	Federal Procurement Data System.
FTEE	Full Time Employee Equivalent. An FTEE of 1 stands for 1

	fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year.
Fund Control Point	CALM accounting element that is not used by FMS.
Funds Control	A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds.
Funds Distribution	A group of Fiscal options that allows the Budget Analyst to distribute funds to Control Points and track Budget Distribution Reports information.
GBL	Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of \$250.00.
GL	General Ledger.
Identification Number	A computer-generated number assigned to a code sheet.
Imprest Funds	Monies used for cash or 3rd party draft purchases at a VA facility.
Integrated Supply Management System (ISMS)	ISMS is the system that replaced LOG I for Expendable Inventory.
ISMS	Integrated Supply Management System.
Item File	A listing of items specified by A&MMS as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history.
Item History	Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of request.
Item Master Number	A computer generated number used to identify an item in the Item File.
Justification	A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.
Justification	A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.
Liquidation	The amount of money on the invoice from the vendor for the authorization. They are processed through payment/invoice tracking.
LOG I	LOG I is the name of the Logistics A&MM computer located

	at the Austin Data Processing Center. This system continues to support the Consolidated Memorandum of Receipt.
Mandatory Source	A Federal Agency that sells supplies and services to the VA. VA Supply Depot, Defense Logistics Agency (DLA), General Services Administration (GSA), etc.
MSC Confirmation Message	A MailMan message generated by the Austin Message Switching Center that assigns an FMS number to an IFCAP transmission of CALM Code Sheets.
Obligation	The commitment of funds. The process Fiscal uses to set aside monies to cover the cost of a Purchase Order.
Obligation (Actual) Amount	The actual dollar figure obligated by Fiscal Service for a Purchase Order. The Control Point's records are updated with actual cost automatically when Fiscal obligates the document on IFCAP.
Obligation Data	A Control Point option that allows the Control Point Clerk to enter data not recorded by IFCAP.
Obligation Number	The C-prefix number that Fiscal Service assigns to the 1358.
Organization Code	Accounting element functionally comparable to Cost Center, but used to organize purchases by the budget that funded them, not the purposes for spending the funds.
Outstanding 2237	A&MM report that lists all the IFCAP generated 2237s pending action in A&MM.
PAID	Paid Accounting Integrated Data.
Partial	A Receiving Report (VA document that shows receipt of goods) for only some of the items ordered on a Purchase Order.
Partial Date	The date that a warehouse clerk created a receiving report for a shipment.
PAT Number	Pending Accounting Transaction number - the primary FMS reference number.
Personal Property Management	A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk sale. They also process all requisitions for goods from Federal Agencies and equipment requests. In addition, they maintain the inventory of Warehouse stocked items and all equipment (CMRs) at the facilities they support.
PPM	Personal Property Management.
Procurement Request Cards	VA Form 10-7142. Used to order items repetitively.
Program Code	Accounting element that identifies the VA initiative or

Prompt Payment Terms	<p>program that the purchase will support.</p> <p>The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save 2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods).</p>
Purchase History Add (PHA)	Information about purchase orders which is automatically sent to Austin for archiving. This same transaction is also used to send a PO for EDI processing.
Purchase Order	A government document authorizing the purchase of the goods or services at the terms indicated.
Purchase Order Acknowledgment	Information returned by the vendor describing the status of items ordered (e.g., 10 CRTs shipped, 5 CRTs backordered).
Purchase Order Status	The status of completion of a purchase order (e.g., Pending Contracting Officer's Signature, Pending Fiscal Action, Partial Order Received, etc.).
Purchasing Agents	A&MM employees legally empowered to create purchase orders to obtain goods and services from commercial vendors.
Quarterly Report	A Control Point listing of all transactions (Ceilings, Obligations, Adjustments) made to a Control Point's Funds.
Quotation for Bid	Standard Form 18. Used by Purchasing Agents to obtain written bids from vendors.
Receiving Report	Report that Warehouse Clerk creates to record that the warehouse has received an item.
Receiving Report	The VA document used to indicate the quantity and dollar value of the goods being received.
Reference Number	Also known as the Transaction Number. The computer generated number that identifies a request. It is comprised of the: Station Number-Fiscal Year-Quarter - Control Point - 4 digit Sequence Number.
Repetitive (PR Card) Number	See Item Master Number.
Repetitive Item List	A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate requests from the list.
Requestor	See "Control Point Requestor."
Requisition	An order from a Government vendor.
Running Balance	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and

	remaining to be spent for a specified fiscal quarter.
Section Request	A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official.
Service Balance	The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service.
SF-18	Request for Quotation.
SF-30	Amendment of Solicitation/Modification of Contract.
Short Description	A phrase that describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM).
Site Parameters	Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file.
Sort Group	An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of requests.
Sort Order	The order in which the budget categories will appear on the budget distribution reports.
Special Remarks	A field on the Control Point Request that allows the CP Clerk to enter information of use to the Purchasing Agent or vendor. This field can be printed on the Purchase Order.
Stacked Documents	The POs, RRs & 1358s that are sent electronically to Fiscal and stored in a file rather than being printed immediately.
Status of Funds	Fiscal's on-line status report of the monies available to a Control Point. FMS updates this information automatically.
Sub-control Point	A specific budget within a Control Point, defined by a Control Point user.
Sub-cost Center	A subcategory of Cost Center. In IFCAP V. 5.1, the last two digits of the cost center, if anything other than "00" will be the 'sub-cost center' that is sent to FMS. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.
Tasked Job	A job, usually a printout that has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them.

TDA	See "Transfer of Disbursing Authority."
Total Authorizations	The total amount of the authorizations created for the 1358 obligation.
Total Liquidations	The total amount of the liquidation against the 1358 obligation.
Transaction Number	The number of the transaction that funded a Control Point (See Budget Analyst User's Guide). It consists of the Station Number - Fiscal Year - Quarter - Control Point - Sequence Number.
Transmission Number	A sequential number given to a data string when it is transmitted to the Austin DPC; used for tracking message traffic.
Type Code	A set of A&MM codes that provides information concerning the vendor size and type of competition sought on a purchase order.
Vendor file	An IFCAP file of vendors solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. File 440 contains information about the vendors solicited by your station. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.
Vendor ID Number	The ID number assigned to a vendor by FMS.
VRQ	FMS Vendor Request document. When users send vendor information to FMS, FMS sends a VRQ document to IFCAP with the vendor information, ensuring that the information in the IFCAP vendor file matches the information in the FMS vendor table.

INDEX

- 2237, 32, 68, 69, 92
- 826 (IFCAP) Report, 65, 66
- AACS, 19
- Accounting Technician, 32, 117, 125, 131
- Accrual (Monthly), 43
- Add New Transaction (Ceiling), 18
- Add/Edit BOC, 78
- Add/Edit Control Point, 11, 122
- Add/Edit Cost Center, 82
- Appropriation Summary Totals, 57
- Audit Reports Menu, 74, 75
- BOC Listing, 80
- Budget Distribution Reports Menu, 58, 59
- Budget Object Code (BOC), 11, 62, 63, 74, 75, 77, 78, 79, 80, 85
- Clear Program Lock, 94
- Control Point Activity File Inquiry, 73
- Control Point List, 61
- Control Point Official, 87
- Control Point PO List, 64
- Cost Center Listing, 84
- Create a Code Sheet**, 115
- Create/Post Multiple Transaction, 36, 37
- Date Committed, 89
- Deactivate BOC, 79
- Deactivate Cost Center, 82
- Deficiency, 5, 29
- Define Standard Dictionary, 109
- Delete Unreleased Transaction, 35
- Detailed Appropriation Summary, 55
- Display 2237 Request, 68
- Display Control Point Committed Transactions, 89
- Display Control Point Official's Balance, 92
- Edit Budget Categories, 91
- Edit Existing, Unreleased Transaction, 25
- FCP Accounting Elements, 70
- FCP BOC List, 62, 63
- File Inquiry, 73
- Fiscal Year, 15, 54, 58, 59
- FMS, 6, 7, 9, 15, 22, 23, 29, 70, 94, 96, 97, 104, 105, 111, 115, 116, 117, 119, 122, 125, 131, 133, 135
- FMS Documents Inquiry, 94, 96, 97
- FMS Documents Inquiry/Error Process, 94, 96, 97
- FMS Inquiry Rejected Obligation Documents, 125
- FMS Payment Voucher Error Processing, 131, 133
- FTEE, 19, 24, 25, 58
- FTEE Summary by Appropriation, 58
- Fund Enter/Edit, 110
- Fund List, 103
- Generate FMS Budget Documents, 22, 23, 115
- List Cost Centers with Associated BOC, 85
- Load Standard Dictionary, 99
- Monthly Budget Distribution, 32, 33
- Multiple Transaction Menu, 36, 37, 38, 39, 41
- Payment Voucher (PV) Inquiry, 131
- Place Released Ceiling Transaction in CP File, 86, 122
- Post/Edit Temporary Transaction, 39
- Procurement and Accounting Transactions Inquiry, 74
- Purchase Order, 32, 75
- Quarterly Rollover Fund Control Point Balance, 41
- Range of Transactions, 53
- Reactivate a Fund Control Point, 88
- Reactivate BOC, 79
- Reactivate Cost Center, 83
- Recalculate All Fund Control Point Balances, 93
- Rejected FMS Document Process, 97, 122
- Release Transaction, 38, 41

Index

Required Fields Edit, 111
Required Fields List, 104, 105
Reset FCP Yearly Accounting Element
& ACT Code, 90
Selected Control Points, 51
Stack Status Report, 117
Standard Dictionary List, 100, 102
Transaction Date, 19, 23, 37, 97
Transaction Number, 53, 69
Transfer From/To Control Point, 30
Transfer of Disbursing Authority, 32, 54

826 (IFCAP) Report, 66
 AACS, 14
 Accounting Technician, 132, 140
 Accrual (Monthly), 2, 42
 Add New Transaction (Ceiling), 14
 Add/Edit BOC, 80
 Add/Edit Control Point, 6
 Add/Edit Cost Center, 84
 Appropriation Summary Totals, 56
 Audit Reports Menu, 74
 BOC Listing, 82
 Budget Distribution Reports Menu, 58
 Carry Forward Quarterly, 47
 Clear Program Lock, 98
 Control Point Activity File Inquiry, 74
 Control Point List, 60
 Control Point PO List, 64
 Cost Center Listing, 87
 Create a Code Sheet,
 Create/Post Multiple Transaction, 35
 Deactivate a Fund Control Point, 91
 Deactivate BOC, 81
 Deactivate Cost Center, 85
 Define Standard Dictionary, 114
 Delete Unreleased Transaction, 33
 Detailed Appropriation Summary, 55
 Display 2237 Request, 68
 Display Control Point Committed
 Transactions, 92
 Display Control Point Official's Balance,
 96
 Edit Budget Categories, 95
 Edit Existing, Unreleased Transaction,
 21
 Enter/Edit Date When So becomes AR,
 98
 FCP Accounting Elements, 71
 FCP BOC List, 62
 FMS Documents Inquiry, 100
 FMS Documents Inquiry/Error Process,
 126
 FMS Inquiry Rejected Obligation
 Documents, 132

FMS Payment Voucher Error
 Processing, 140
 FTEE Summary by Appropriation, 57
 Fund Appropriation List, 109
 Fund/Appropriation Enter/Edit, 112
 Fund Enter/Edit, 116
 Fund List, 108
 Generate FMS Budget Documents, 18
 List Cost Centers with Associated BOC,
 88
 Load Standard Dictionary, 103
 Monthly Budget Distribution, 29
 Multiple Transaction Menu, 35
 Payment Voucher (PV) Inquiry, 140
 Place Released Ceiling Transaction in
 CP File, 90
 Post/Edit Temporary Transaction, 37
 Procurement and Accounting
 Transactions Inquiry, 76
 Quarterly Rollover Fund Control Point
 Balance, 40
 Range of Transactions, 52
 Reactivate a Fund Control Point, 92
 Reactivate BOC, 81
 Reactivate Cost Center, 86
 Recalculate All Fund Control Point, 97
 Balances, 97
 Rejected FMS Document Process, 101
 Release Transaction, 17
 Required Fields Edit, 117
 Required Fields List, 110
 Reset FCP Yearly Accounting
 Elements, 94
 Selected Control Points, 51
 Stack Status Report, 123
 Standard Dictionary List, 107
 Transfer From/To Control Point, 26
 Transfer of Disbursing Authority, 29, 54

